

**REVISED NATIONAL
GUIDELINES FOR
APPRENTICESHIP STANDARDS**¹

Developed by:
**AMERICAN CULINARY FEDERATION
EDUCATION FOUNDATION (ACFEF)
ST. AUGUSTINE, FL**

For the occupations of:

COOK

O*NET CODE: 35-2014.400

RAPIDS CODE: 0663HY

PASTRY COOK

O*NET CODE: 51-3011.01

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DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED AND CERTIFIED BY THE
U.S. DEPARTMENT OF LABOR

OFFICE OF APPRENTICESHIP

BY: _____/s/_____
JOHN V. LADD, ADMINISTRATOR
OFFICE OF APPRENTICESHIP

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¹These Guidelines have been developed for and are intended for exclusive use by ACFEF recognized apprenticeship programs. These guidelines are intended to serve as a guide for establishing registered status with the appropriate state labor agencies.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR
APPRENTICESHIP STANDARDS:**

The American Culinary Federation Education Foundation's National Apprenticeship Committee hereby officially adopts these National Guidelines for Apprenticeship Standards on this 25th day of May, 2011.

Handwritten signature of Kyle Richardson in cursive, with the letters 'cec, cce, aac' written in small print at the end of the signature.

Kyle Richardson, CEC, CCE, AAC
Chair, National Apprenticeship Committee

Handwritten signature of Robert Hudson in cursive.

Robert Hudson, CEC, CCE
Chair, ACFEF Accrediting Commission

(SAMPLE)

**STANDARDS OF APPRENTICESHIP
DEVELOPED BY
(NAME OF LOCAL APPRENTICESHIP COMMITTEE)**

**FOR THE OCCUPATIONS OF
(INSERT OCCUPATION(S))**

O*NET CODE: _____
RAPIDS CODE;

APPROVED BY

(REGISTRATION AGENCY)

The model ACFEF National Guidelines of Apprenticeship Standards is an example of how to develop apprenticeship standards that will comply with 29 CFR Parts 29 and 30 when tailored to a sponsor's apprenticeship program.

These model Standards do not create new legal requirements or change of current legal requirements. The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and 29 CFR Parts 29 and 30. Every effort has been made to ensure that the information in this model of ACFEF Apprenticeship Standards is accurate and up-to-date.

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FOREWORD

These (*insert name of Local Apprenticeship Committee*) Apprenticeship Standards have as their objective, the training of cooks and pastry cooks skilled in all phases of the foodservice industry: The Local Apprenticeship Committee recognizes that in order to accomplish this, there must be well-developed on-the-job learning (OJL) and a related programs of instruction.

This recognition has resulted in the development of these ACFEF Apprenticeship Standards. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship as a basis from which local ACFEF Apprenticeship Committees can work to develop and establish an apprenticeship training program that meets the needs of their area.

In 2010 the American Culinary Federation Education Foundation (ACFEF) National Apprenticeship Committee (NAC) developed new initiatives for the Apprenticeship Committees and the Apprentices. The online portal (<http://www.culinaryprofessionals.org>) will give you all the documents you need to complete your log book and apprenticeship program.

The ACFEF NAC mission statement on sustainability has been developed and is as follows: “The ACFEF Apprenticeship Program fosters awareness of sustainability issues impacting the culinary industry; including energy, water, purchasing and waste. These sustainability initiatives must exist in an environment of quality and fiscal responsibility.”

The ACFEF recognizes the need for structured training programs to maintain the highest level of skill and competency demanded in the food service industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals to be skilled culinary industry workers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations (CFR), Part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the U. S. Department of Labor, Office of Apprenticeship, or by a State Apprenticeship Agency recognized by the Office of Apprenticeship as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR, Part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guideline Standards is to provide policy and guidance to local chapters in developing these Standards of Apprenticeship for local approval and registration. These National Guideline Standards developed by the American Culinary Federation Education Foundation’s National Apprenticeship Committee (ACFEFNAC) are certified by the U.S. Department of Labor, Office of Apprenticeship, as substantially conforming to the requirements of Title 29 CFR Parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and for local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each local Apprenticeship Committee that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the local Apprenticeship Committee’s written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed to by the local Apprenticeship Committee, and must meet all the requirements of the Registration Agency.

The ACFEF National Apprenticeship Committee has dedicated it’s time to develop an efficient training program so the apprentice can, through a systematic program of on-the-job learning and related instruction, become a well qualified cook or pastry cook. The degree of success that the ACFEF has in its operation will depend entirely upon the willingness of all local parties of the culinary industry to cooperate in this joint activity. Quality training methods remain a high priority with the American Culinary Federation and the ACFEF National Apprenticeship Committee.

DEFINITIONS

ACFEF REGISTRATION: Apprenticeship program who has registered with the federal registration agency is required to submit the following documents to the ACFEF national apprenticeship coordinator. 1. Feasibility Study, 2. Program Application form, 3. Copy of certificate of registration from federal or state, 4. List of the current apprenticeship committee members, 5. A list of all current sponsoring houses, 6. A list of current supervising chefs, 7. A copy of the local apprenticeship handbook, and 8. Course syllabi for related instruction.

APPRENTICE: Any individual employed by an employer who meets the qualifications described in the Standards of Apprenticeship and who has signed an Apprenticeship Agreement with the local Apprenticeship Committee providing for training and related instruction under these Standards. The local Apprenticeship program must be registered with the DOL State Registration Agency and the ACFEF National Apprenticeship office.

APPRENTICE ELECTRONIC REGISTRATION (AER): Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the local Apprenticeship Committee sets forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the DOL Registration Agency and the ACFEF National Apprenticeship office.

APPRENTICESHIP COMMITTEE (COMMITTEE): Apprenticeship committee means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A committee may be either joint or non joint as follows:

- (1) A Joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent (s).
- (2) A non-joint committee which may also be known as a unilateral or group on-joint (may include workers) committee has employer representatives but does not have a bone fide collective bargaining agent as a participant

APPRENTICESHIP COMMITTEE CHAIRPERSON: That person who is to head the apprenticeship committee.

APPRENTICESHIP REGIONAL TRAINER (ART'S): Qualified Professional ACF members to serve as a volunteer in training apprenticeship programs and coordinators as to how to complete documents, the DOL and ACFEF initiatives, completing of documents to start an apprenticeship program and to serve as representatives to the regional and/or national ACF conferences/convention.

APPROVED CERTIFICATION EVALUATORS: Qualified Professional ACF member(s) who have certified at the Certified Executive Chef/Certified Executive Pastry Chef level or higher. Every practical exam requires three evaluators (ACE-Approved Certification Evaluator) to proctor the exam. Of the three evaluators, two must be unaffiliated with the exam candidate. ACF defines affiliation as a relationship that consists of a vested interest, an employment direct report, monetary benefit or any relationship which could personally benefit the evaluator as a result of a candidate passing the exam.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The US DOL or State Apprenticeship Agency Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the Standards of Apprenticeship. A certificate for ACFEF Graduation will also be issued by the ACFEF National Apprenticeship office upon completion.

CERTIFICATE OF TRAINING: A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator to those registered apprentices that the Sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential *(If applicable)*

CHAPTER: The local chefs forming a group that is part of the parent American Culinary Federation who may sponsor the apprenticeship program.

EDUCATION COORDINATOR: Individual responsible for the day to day management and coordination of the academic portion of a school associated apprenticeship program.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Means any person or organization employing an apprentice whether or not such person or organization is a party to an apprenticeship agreement with the apprentice.

EMPLOYER ACCEPTANCE AGREEMENT: The written agreement between the sponsoring organization and the individual employer wishing to participate in the apprenticeship program under which these Standards are registered.

HYBRID OCCUPATION: The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job-learning and the successful demonstration of competency as described in a work process schedule. *(if applicable)*

INTERIM CREDENTIAL: Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice. *(if applicable)*

JOURNEYWORKER: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

LOCAL APPRENTICESHIP COMMITTEE: The Local Apprenticeship Committee established by the apprenticeship program under these Standards who will be charged with the operation of the apprenticeship program.

MODELS OF APPRENTICESHIP: The ACFEF provides multiple models of apprenticeship to help meet the needs of a varying culinary community. The various models each have several unique characteristics and requirements. The models are as follows: Chapter Model, Corporate Model, Large Scale Employer Model, Educational Institution Model, and Basic Fundamentals Model. For a full explanation of each model and its specific requirements please reference the ACFEF Operations Manual.

NATIONAL APPRENTICESHIP COMMITTEE: The National Apprenticeship Committee is made up of Chef Educator and Industry Professional ACF member volunteers and functions as a national oversight and steering committee for ACFEF apprenticeship as a whole.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations.. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State and local levels.

ON-THE-JOB LEARNING: Tasks learned on the job which the apprentice must be proficient before a certificate of completion of apprenticeship is granted. The learning must be through structured, supervised work experience.

PROGRAM SPONSOR: The chapter, employer or other organization in whose name these Standards will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

PROGRAM COORDINATOR: The individual associated with the apprenticeship program's parent chapter who is responsible for the day to day management and coordination of said programs operation and who provides basic occupational information, including job definitions, detailed task to be performed and the range of time to prepare for average performance in the occupation.

PROVISIONAL REGISTRATION: Means the 1-year initial provisional approval of newly registered programs that meet the required standards for program registration,, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria described in §§ 29.3(g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): The Federal system, which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY: U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

REQUIREMENT OF MEMBERSHIP: ACF membership at a Student Culinarian level is required for an apprentice within five (5) business days after enrollment with a program. A student's membership is not considered valid until payment is received by the ACFEF Apprenticeship Coordinator and all enrollment contracts have been signed and received by the ACF National office.

SKILLED WORKER/JOURNEYWORKER: A worker who has some special skill, knowledge, or (usually acquired) ability in his work.

SPONSORING HOUSE: A food service establishment that is approved, according to the ACFEF National Apprenticeship Committee Guidelines, recognized by the local apprenticeship committee and has agreed to hire an apprentice.

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

SUPERVISING CHEF: A chef who has agreed to supervise the training of an apprentice within the sponsoring house. That person must be certifiable at the Certified Chef de Cuisine (CCC) or Certified Working Pastry Chef (CEPC) level or higher. The ACF strongly recommends that all supervising chefs be members of the ACF. (Supervising Chefs in a Corporate Apprenticeship Program must be **certified** at the CEC level or higher and are **required** to be an ACF member.)

TIME-BASED OCCUPATION: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. (*if applicable*)

TRAINING LOG: The book which each apprentice must maintain throughout the term of apprenticeship containing work processes and log pages.

TRANSFER: A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

WORK PROCESSESS: Tasks learned on-the-job which the apprentice must be proficient before a certificate of completion of apprenticeship is granted.

SECTION 1- PROGRAM ADMINISTRATION

Structure of the Local Apprenticeship Committee:

- A. The apprenticeship committee shall be composed of representatives selected from the ACF chapter or program sponsor by the committee chairperson or chapter president, who may also select representatives from outside the chapter should their expertise be beneficial to the success of the apprenticeship program.
- B. Technical Assistance -- the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the sponsor.
- C. The term of office shall be for a stated period of time, no less than (2) years, or until their successors are selected. Vacancies are to be filled in the same manner as the original selection made.

Administrative Procedures:

- A. The Apprenticeship Committee shall elect a Chairperson and Secretary, and will determine the time and place of regular meetings which will take place at least twice a year.
- B. The Chairperson, Secretary and program coordinator will have the power to vote on all questions affecting the local apprenticeship program.

Program Provisional Registration:

- A. A one-year provisional approval is granted by the US DOL to new registered Apprenticeship Programs that meet the required standards for program registration.
- B. At the end of that year, the programs will be evaluated for compliance and may either:
- Receive full recognition from the DOL and the ACFEF NAC;
 - Continue in provisional status through the first full training cycle; or
 - Be recommended for deregistration procedures, if not in operation or not conforming to the regulations during the provisional period.
- C. Satisfactory review at the end of the first year or the first full training cycle will result in the removal of provisional approval.
- D. Subsequent reviews will be completed after a satisfactory review at the end of the first full training cycle, and must be conducted at least every five years.

Site Visits by the ACFEF National Apprenticeship Committee:

- A. Every new Apprenticeship Program will receive an initial site visit within 295 days of approval of application to verify full compliance with policies, procedures and general standards.
- B. Subsequent required renewal site visits will be conducted prior to each program's recognition expiration period.
- C. A special site visit may be required should it be determined by the ACFEF NAC that a program is not in compliance with policies, procedures or general standards.

Local Apprenticeship Committee Responsibilities:

- A. Determine the need for new apprentices, with due regard to present and future needs of the occupation.
- B. Ensure that apprentices have underwritten Apprenticeship Agreements.
- C. Register the local apprenticeship standards and Agreements with the appropriate Registration Agencies. (U.S. Department of Labor or State Apprenticeship Agency and the ACFEF national apprenticeship office)
- D. Establish a listing of Sponsoring Houses and Supervising Chefs eligible to house an apprentice.

- E. Listen to grievances and resolve such, facilitate transfers and settle problems of ethics.
- F. Develop related instruction to ensure appropriate curriculum as outline in Appendix A.
- G. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- H. Oversee the graduation procedure for apprentices and authorize the official completion for each apprentice.
- I. Lead the interview, selection, placement, and registration processes of the apprentices.
- J. Review each apprentice's Training Log to discover any potential problems in the apprenticeship process.
- K. Coordinate with Sponsoring Chef and Houses site visit policies and procedures on an annual basis.
- L. Ensure Sponsoring House's continued compliance with all ACFEF Apprenticeship standards through periodic visits.
- M. The apprentice will be provided with a copy of the written rules and policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

Duties of the Apprenticeship Chair or Program Administrator /Coordinator

Basic Functions: Coordinate the American Culinary Federation Education Foundation (ACFEF) apprenticeship program, working within the local apprenticeship committee, with supervising chefs, apprentices, local post secondary school or approved on line classes. Organizing and directing the apprenticeship program under the ACFEF NAC national guidelines.

Specific Duties and Responsibilities:

- A. Prepare and deliver a quarterly status report to the ACFEF national apprenticeship office.
- B. Work with ACFEF National Apprenticeship Program Coordinator in conducting activities and site visits as requested.
- C. Coordinate the selection process for new apprentices.
- D. Help in the placement of apprentices upon initial entry into the program.
- E. Oversee personnel files for each apprentice ensuring that all the required documents are in each file and all registration forms have been sent to ACFEF National Apprenticeship Program Coordinator.
- F. Coordinate making sure the required curriculum is being presented.
- G. Advise apprentices of the need for preventing accidents and give instruction with respect to safe work habits.
- H. Notify all registration agencies of all terminations and cancellations with explanation of causes and notice of completions of apprenticeship agreements.
- I. Supervise all the provisions of the local standards and keep in constant contact with all parties concerned; apprentices, employers and supervising chefs.
- J. Conduct annual supervising chef meetings to keep the program running smoothly.
- K. Mediate disagreements between chefs and apprentices prior to taking a disagreement to the apprenticeship committee.

L. Sign final approval of all transfer forms of apprentices.

M. Assist in Reviewing all apprentice Training Logs yearly, checking for accuracy, quality of training, proper rotation of the apprentice through the training stations and individual progress.

N. Review Training Log prior to graduation to ensure all stations and hours have been completed and approved by the supervising chef.

O. Help to coordinate apprentice graduation procedures including the appointment of approved chef evaluators for apprentice practical examination at graduation.

P. Supervise completion of graduation application. Also make sure it is submitted with required documentation to ACFEF for graduation and certification.

SECTION II - EQUAL OPPORTUNITY PLEDGE - Title 29 CFR 29.5(b)(21) and 30.3(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The Apprenticeship Committee will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended (insert state regulations here, if applicable).

SECTION III - AFFIRMATIVE ACTION PLAN - Title 29 CFR 29.5(b)(21) and 30.4

The Apprenticeship Committee will adopt an Affirmative Action Plan and Selection Procedures as required under Title 29, CFR, and Part 30. (Appendix C).

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP - Title 29, CFR 29.5(b)(10)

Applicants shall meet the following minimum qualifications:

A. Age

Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.

B. Education

Applicant shall be a high school graduate, or its equivalent. They must possess a speaking and reading ability as essential for personal and coworker safety on the job. They must satisfactorily complete the required related instruction.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program as required by the sponsoring house.

Applicants may be required to pass a [*physical agility test, fitness test, or screen for the current illegal use of drugs (select all, some, or none, if applicable)*] on acceptance into the program and prior to being employed.

SECTION V - SELECTION OF APPRENTICES - Title 29 CFR 30.5

Selection into the apprenticeship program will be in accordance with the selection procedures defined by the local apprenticeship program and in accordance with Title 29 CFR 30.5. (Appendix D)

SECTION VI - APPRENTICESHIP AGREEMENT-Title 29 CFR 29.3(d) and (e) and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written Apprenticeship Agreement (Appendix B) signed by the Apprenticeship Committee and the apprentice and approved by and registered with the Registration Agency and

the ACFEF. Such agreement shall contain a statement making the terms and conditions of these Standards a part of the agreement as though expressly written therein.

An Apprenticeship Agreement will be furnished to the apprentice, both Registration Agencies, and the employer.

An additional copy of this Apprenticeship Agreement will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review these Standards, the Apprenticeship Committee's written rules and policies, and the Apprenticeship Agreement.

The Registration Agency will be advised within forty-five days of the execution of each Apprenticeship Agreement and will be given all the information required for registering the apprentice, including the date upon which the apprenticeship agreement was signed. Registration with the ACFEF national office should happen within the first 5 business days.

SECTION VII - RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b)(7)

A numeric ratio consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be **five (5)** apprentices to **one (1)** journeyworker, as required by the ACFEF. Any and all state regulations must be met and complied with in conjunction with the ACFEF requirement. The ratio language must be specific and clearly described as to its application on the job site, workforce, department or plant. This ratio should provide the number of **cooks** necessary for the future needs of the employer.

SECTION VIII - TERM OF APPRENTICESHIP- Title 29 CFR 29.5(b)(2)

The term of the occupation shall be a minimum of 2 years with a maximum of 3 years with an on-the-job learning (OJL) attainment of between 4,000 to 6,000 hours supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outlines (Appendix A). Full credit will be given for the probationary period.

SECTION IX. - PROBATIONARY PERIOD - Title 29 CFR 29.5(b)(8), (b)(20)

All applicants selected for apprenticeship shall serve a probationary period of not less than their first three months (approximately 480 hours) of OJL. As stated in the Definitions, the Probationary period begins once the membership has become valid (i.e. enrollment signed and fees paid).

During the probationary period either the apprentice or the Apprenticeship Committee may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the O J L and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period shall be given full credit for the probationary period and continue in the program.

After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the Apprenticeship Committee for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Apprenticeship Committee will provide written notice to the apprentice, the ACFEF, and to the Registration Agency of the final action taken.

SECTION X - HOURS OF WORK

Apprentices will generally work the same hours as journeyworkers except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

SECTION XI - APPRENTICE WAGE PROGRESSION - Title 29 CFR 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the Sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Sponsor will be guided by the work experience and related instruction records and reports.

A sample progression is provided in the "Sample Work Processes" section at the beginning of Appendix A.

SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE - Title 29 CFR 29.5(b)(12) and 30.4(1)(8)

The Apprenticeship Committee may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards for the 6,000 hour program only. The credit allowed will be no more than 2,000 hours (1-year).

Apprentice applicants seeking credit for previous experience gained outside the supervision of the Apprenticeship Committee must submit the request at the time of application and furnish such records, affidavits, and other (insert requirements) to substantiate the claim. The request for credit will be evaluated and a determination made by the Apprenticeship Committee and/or sponsoring chef during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit, will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agencies will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

SECTION XIII - WORK EXPERIENCE - Title 29 CFR 29.5(b)(3) and 30.8

During the apprenticeship the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the supervisor of the apprentice(s).

SECTION XIV - RELATED INSTRUCTION - Title 29 CFR 29.5(b)(4)

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in Appendix A. For each occupation, the recommended term of apprenticeship will include no less than 445 contact hours of related instruction for the cook/pastry cook. Apprentices agree to take such courses as required by the ACFEF NAC.

Apprentices will not be paid for hours spent attending related instruction classes. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction.

If applicable, the Apprenticeship Committee will inform each apprentice of the availability of college credit through the (insert the names of educational institutions which will offer college credit)

Any apprentice who is absent from related instruction classes will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the Apprenticeship Committee will take appropriate disciplinary action and may terminate the Apprenticeship Agreement after due notice to the apprentice and

opportunity for corrective action. This action may also be dictated by the educational institution if applicable.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The Apprenticeship Chair/Program Coordinator will monitor and document the apprentice's progress in related instruction classes.

Interim Credential

An Interim Credential will be awarded to the apprentice registered in a hybrid training model after successful completion of the requirements of each of 10 stations, written exam and verification by supervising chef. An additional Sustainability credential will be awarded at the end of the successful completion of all 10 stations.

Hybrid Training Model – The foundation of the apprenticeship program will be a Hybrid Training Model which measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of On the Job Learning and the successful demonstration of competencies. Development and implementation of the interim credential, linked to specific training components recognized in the industry will provide the framework for the program.

Electronic Media/Technology Based Learning – Electronic media/technology-based learning will be provided in combination with hands-on learning methods. These tools will provide apprentices access to educational resources, which will enhance learning and provide expanded communication throughout the apprenticeship program.

(<http://www.culinaryprofessionals.org>)

The Sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored.. If applicable, when possible the Sponsor may require that instructors to attend the **(insert names of institutions that will provide training)**.

SECTION XV. - SAFETY AND HEALTH TRAINING - Title 29 CFR 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law or State Standards that have been found to be at least as effective as the Federal Standards.

Apprentices should strive at all times to conduct themselves in their work environment to ensure their own safety and that of their fellow workers.

No apprentice will be allowed to work without direct Journeyworker supervision.

SECTION XVI - SUPERVISION OF APPRENTICES - Title 29 CFR 29.5 (b)(14)

The employer will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the employer and under the direct supervision of the supervising chef to whom they are assigned. The supervisor of the apprentice(s) designated by the employer will be responsible for the apprentice's work assignments and will evaluate work performance, completion and submittal of progress reports to the Apprenticeship Chair.

The Chapter apprenticeship committee shall determine the qualifications for a supervising chef and a sponsoring house to further ensure the apprentices safety and training throughout the entire term of apprenticeship using Appendix F .Qualifications for a Supervising Chef and Qualifications for a Sponsoring House.

SECTION XVII - RECORDS AND EXAMINATIONS - Title 29 CFR 29.5(b)(6)

At the end of each week and by electronic media, each apprentice will be responsible for maintaining a record of his/her work experience/training on the job and related instruction, and for having this record verified by his/her supervisor. If applicable, the apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the Apprenticeship Chair. The written records of progress evaluations, corrective and final actions pertaining to the apprenticeship will be the property of the Apprenticeship Committee... This record will be included in each apprentice's record file maintained by the Apprenticeship Committee for the required five (5) year period.

Before each period of advancement, or at any other time when conditions warrant, the Apprenticeship Committee will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the Apprenticeship Committee may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the Apprenticeship Committee will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a Journeyworker, the Sponsor will after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the Apprentice Agreement.

SECTION XVIII - MAINTENANCE OF RECORDS - Title 29 CFR 29.5(b)(23)

The Apprenticeship Committee will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records shall permit identification of minority and female (minority and non-minority) participants, specifically for use by the Registration Agency.

SECTION XIX - CERTIFICATE OF COMPLETION OF APPRENTICESHIP — Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program, as established in these Standards, the Apprenticeship Committee shall so certify in writing or through electronic media to the Registration Agency and the ACFEF NAC that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests shall be accompanied by the appropriate documentation for both the O J L and the related instruction as required by the Registration Agency.

Apprentices must test for an ACF certification to successfully complete a program. They may test either as a Certified Culinarian (CC), or a Certified Pastry Chef (CPC) via the National Apprenticeship Exam. The apprentice completing a 4,000-6,000 hours program may elect to test for Certified Sous Chef (CSC) or Certified Working Pastry Chef (CWPC) through the ACF Certification processes.

Certificate of Training - A Certificate of Training may be issued by the U.S. Department of Labor's, Office of Apprenticeship Administrator or State Apprenticeship Agency to those registered apprentices that the Sponsor has certified in writing to the Registration Agency that the apprentice has successfully met the requirements to receive an interim credential. (if applicable)

SECTION XX- NOTICE TO REGISTRATION AGENCY — Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)

All Registration Agencies will be notified within forty five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and-causes. ACFEF must be notified of new apprentices within five (5) business days as noted within the ACFEF Apprenticeship Operations Manual.

SECTION XXI - CANCELLATION AND DEREGISTRATION— Title 29 CFR 29.5 (b)(18) and 29.8(a)(2)

These Standards will, upon adoption by the Apprenticeship Committee be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

(INSERT NAME OF LOCAL APPRENTICESHIP COMMITTEE) reserves the right to discontinue at any time the apprenticeship program set forth herein. The Registration Agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these Standards may be initiated by the Registration Agency for failure of the Apprenticeship Committee to abide by the provisions herein. Such deregistration will be in accordance with the Registration ACFEF Guidelines for Standards of Apprenticeship, May 2011

Agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the Apprenticeship Committee will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29 CFR part 29.8. A copy of the written notification will be sent to the ACFEF National Apprenticeship office within the same time period.

SECTION XXII. - AMENDMENTS OR MODIFICATIONS - Title 29 CFR 29.5(b) (18)

These Standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency's for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XXIII - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE -Title 29 CFR 29.5(b)(22), 29.7(k) and 30.11

The Apprenticeship Committee will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the sponsor and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.7(k)

For issues regarding wages, hours, working conditions, and other issues, apprentices may seek resolution through the applicable Grievance and Arbitration procedures.

If a resolution is not available through the sponsoring house grievance and arbitration procedures, the local Apprenticeship Committee will hear and resolve all complaints of violations concerning the Apprenticeship Agreement and the registered Apprenticeship Standards. Written notification must be received within fifteen (15) days of violations. The Apprenticeship Committee shall make such rulings, as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of these Standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: (Apprenticeship Committee should insert applicable information here).

Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicants election, with the private review body established by the program sponsor (if applicable). The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency with good cause shown.

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR, Part 30, and the procedures as set forth above.

The Apprenticeship Committee will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXIV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – Title 29 CFR 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committee or program sponsors, and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

If the Sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these Standards the Sponsor will make every effort to refer the apprentice with his/her consent to another employer for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The Sponsor will also make available to the apprentice and the receiving employer the apprentice’s training record. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

SECTION XXV - TECHNICAL ASSISTANCE:

Technical Assistance from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools—may be requested to advise the Sponsor.

The Sponsor is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

SECTION XXVI - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The (*Name of SPONSOR*) hereby adopts these Standards of Apprenticeship on this _____ Day of, _____ (INSERT YEAR).

REPRESENTING THE (*Name of the Apprenticeship* Committee): _____

Signature of (SPONSOR)

Printed Name

Appendix A-1

OCCUPATION SCHEDULE FOR: COOK

O*NET/SOC CODE: 35-2014.400

RAPIDS CODE: 0663HY

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be the satisfactory completion of the work processes as listed in these Standards and shall be a period of either 4,000 hours (2 years) or a period of 6,000 hours (3 years) supplemented by the required hours of related instruction. The Hybrid type will require the 4,000 hour parameters as a minimum and the 6,000 hour parameters as a maximum to successfully complete the term of apprenticeship.

2. RATIO OF APPRENTICES TO SUPERVISORS

Ratio of Journey workers to Apprentices are to be established on a local program basis by each individual state and as indicated in Section VII should be consistent with proper supervision, training, safety, and continuity of employment.

See the attached lists for the Qualifications for a Supervising Chef and Qualifications for a Sponsoring House.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages. This progression is to be determined by each state's individual requirements. If a state does not have a specific progression requirement or prefers to use an alternative progression scale, we have provided a sample below:

2 Year Term Example:

1st 6 months + 0 hours = 60%	4th 6 months + 3000 hours = 90%
2nd 6 months + 1000 hours = 70%	5th 6 months + 4000 hours = 100%
3rd 6 months + 2000 hours = 80%	

3 Year Term Example:

1st 6 months + 0 hours = 50%	5th 6 months+ 4000 hours = 80%
2nd 6 months + 1000 hours = 55%	6th 6 months+ 5000 hours = 90%
3rd 6 months + 2000 hours = 60%	7th 6 months+ 6000 hours =100%
4th 6 months + 3000 hours = 70%	

4. SCHEDULE OF WORK EXPERIENCE (See Pg 20)

The Apprenticeship Committee may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. TYPES OF APPRENTICESHIP

In addition to the existing types of apprenticeship which are the 4,000 hour and 6,000 hour programs, the ACFEF has added a hybrid type program. This hybrid type of apprenticeship will combine a competency based course work with a time based course work. Apprentices will be required to pass a written exam as well as complete all required competencies for each station. The apprentice will be eligible to take the written exam upon surpassing the 4,000 hour program's per station requirement and completing all station specific competencies. The apprentice will be allowed to accrue hours up to the 6,000 hour program's per station requirement. Upon meeting at least the minimum per station hour requirement, completing all competencies, and passing the written exam, an apprentice will be issued an Interim Credential for that station. These credentials are designed to afford apprentices a proof of training in a progressive manner throughout their apprenticeship, as opposed to being forced to wait until overall program completion to prove training in any individual area.

6.SCHEDULE OF RELATED INSTRUCTION (See attached Course Outline Pg 51)

SCHEDULE OF WORK EXPERIENCE

For apprentices of a Hybrid Apprenticeship program, an Interim Credential will be awarded to each apprentice after successful completion of each of the Work Stations listed below. Once all workstations are completed the apprentice will then receive their Certificate of Completion of Apprenticeship from the registration agencies.

Work Stations

<u>Cook</u>	<u>4000 hr. program</u>	<u>6000 hr. program</u>	<u>Hybrid</u>
I. Steward	120	160	120-160
II. Breakfast Cook	200	320	200-320
III. Vegetable, Starch & Pasta	600	960	600-960
IV. Fabrication	200	280	200-280
V. Broiler Char-grill	560	800	560-800
VI. Soup and Sauce	520	760	520-760
VII. Pantry and Cold Food	600	960	600-960
VIII. Cooking Techniques	800	1200	800-1200
IX. Baking and Pastry	240	320	240-320
X. Supervisory Development	160	240	160-240
Total Hours	4000 Hours	6000 Hour	4000-6000 Hour

WORK PROCESSES

1. STATION TITLE: STEWARD

TIME SPENT IN STATION: 120 to 160 hours

STATION DESCRIPTION: Responsible for the overall cleanliness and maintenance of the kitchen and its supporting facilities plus equipment, tools and supplies.

A. Sanitation, Safety and Professionalism

1. Practice sanitation and safety in the receiving and storage of foods, food preparation, service of foods, and clean up procedures
2. Practice the principles, techniques, and skills in food preparation and all related areas
3. Utilize food service equipment and utensils efficiently and safely at all times
4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
5. Identify alternative methods to prepare menu items to meet special dietary needs
6. Practice acceptable communication and customer service skills
7. Operate as an effective team member

B. Tools and Equipment

1. Identify, select, use, care for, and/or store the following equipment, tools, and areas, as appropriate:
 - a. Broom
 - b. Mop
 - c. Mop pail with wringer
 - d. Carts, mobile, assorted sizes
 - e. Dishwasher, commercial model
 - f. Sink, utility, 3 compartment
 - g. Freezer, walk-in and/or reach-in
 - h. Refrigerators, walk-in and/or reach-in
 - i. Trash cans
 - j. Holding bins for garbage
 - k. Storage cabinets
 - l. Clipboard
 - m. Tables, folding

- n. Kitchen towels
- o. Ventilation system
- p. Lavatories

C. Product Identification and Knowledge

1. Identify all basic food products and where they are stored
2. Identify various cleaning chemicals and agents
3. Identify different sizes of canned goods
4. Identify various forms and containers used for fresh food
5. Identify various forms and containers used for frozen food
6. Recognize quality standards in the various food categories
7. Identify canned heat

D. Production

1. Storeroom
 - a. Receive goods
 - b. Store goods
 - c. Inventory goods
 - d. Prepare daily food order
 - e. Distribute goods
 - f. Clean storage and receiving areas
2. Maintain cleanliness of kitchen
 - a. Recognize unclean work areas
 - b. Provide clean wiping cloths
 - c. Identify and select appropriate cleaning and sterilizing agents
 - d. Clean refrigerators and freezers
 - e. Prepare work areas
 - f. Clean work areas
 - g. Polish stainless steel
 - h. Clean floors
 - i. Clean walls
 - j. Clean restrooms
 - k. Clean filters
 - l. Clean hood system
 - m. Clean ovens
 - n. Filter fat in deep fryer
 - o. Clean deep fryer
3. Waste management
 - a. Control disposal of food waste and garbage
 - b. Control storage of perishable goods
4. Identify and exterminate insects and vermin
 - a. Prepare kitchen area for bug spraying
5. Safety
 - a. Store toxic chemicals properly
 - b. Recognize and correct unsafe fire hazards
 - c. Use hand fire extinguisher
 - d. Recognize and correct unsafe safety hazards
 - e. Use and insist on safe lifting and carrying procedures
 - f. Identify adequate ventilation and light in work areas and washrooms
6. Ware washing
 - a. Prepare pots and pans for cleaning
 - b. Wash pots and pans
 - c. Sanitize pots and pans
 - d. Allow pots and pans to air dry
 - e. Store pots and pans
 - f. Set up/turn on dishwasher

- g. Prepare dishwashing area
- h. Prepare dishware for washing
- i. Wash dishware
- j. Clean dishwashing area
- k. Break down/clean/dishwasher
- l. Store dishes
- m. Prepare utensils for washing
- n. Wash utensils
- o. Store utensils
- p. Prepare silverware for washing
- q. Wash silverware
- r. Store silverware
- 7. Waste Disposal
 - a. Clean garbage cans
 - b. Collect garbage
 - c. Maintain garbage area.
- 8. Health Inspection
 - a. Perform an unofficial health inspection

E. Sustainability through Purchasing/Procurement

- 1. Identify environmentally friendly cleaning products that could be utilized in place of current products used. Keep in mind comparable cost comparisons
- 2. Research/identify the benefits of using natural fiber textiles
- 3. Identify regularly purchased products that could be replaced with recyclable, reusable or biodegradable items

2. STATION TITLE: BREAKFAST

TIME SPENT IN STATION: 200 to 320 hours

STATION DESCRIPTION: Responsible for the preparation, production, and service of both a la carte and buffet breakfast meals.

A. Sanitation, Safety, and Professionalism

- 1. Practice sanitation and safety in the receiving and storage of foods, food preparation, service of foods, and clean up procedures
- 2. Practice the principles, techniques, and skills in food preparation and all related areas
- 3. Utilize food service equipment and utensils efficiently and safely at all times
- 4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
- 5. Identify alternative methods to prepare menu items to meet special dietary needs
- 6. Practice acceptable communication and customer service skills
- 7. Operate as an effective team member

B. Tools and Equipment

- 1. Prepare, clean and season griddle
- 2. Prepare, clean and season waffle iron
- 3. Season and properly maintain egg pan
- 4. Properly use egg pan for a variety of eggs and omelets
- 5. Understand and show proper use of utensils, to include spatulas, spoons tongs and skimmers
- 6. Understand and show proper use of electrical prep equipment such as mixers, blenders, food processors and coffee makers
- 7. Show proper use of the bain marie for keeping breakfast items hot and of a quality for service
- 8. Show proper use of knives in regards to the preparation of fruits, vegetables and meats
- 9. Clean and maintain all equipment related to Breakfast Station

C. Product Identification and Knowledge

- 1. Recognize different sizes, types and grades of eggs
- 2. Recognize various types of canned, fresh and frozen beverages for breakfast
- 3. Identify and select fresh vegetables and fruits used for the breakfast meal
- 4. Identify the different kinds of teas for hot tea
- 5. Describe the varieties of coffee
- 6. Identify the different types of breakfast meats

7. Recognize proper handling and storage of eggs, fruits, vegetables and meats used for breakfast

D. Production

1. Prepare fried eggs
 - a. Over easy, medium and hard
 - b. Sunny side up
 - c. Basted
 - d. Scrambled
2. Prepare poached eggs
 - a. Set up poaching water
 - b. Set up system for poaching eggs in quantity
 - c. Cook poached eggs
3. Prepare boiled eggs
 - a. 3-minute egg
 - b. 5-minute egg
 - c. Hard-cooked eggs
4. Prepare complex egg dishes
 - a. Prepare Eggs Benedict
 - b. Create one variation of Eggs Benedict
 - c. Prepare different styles of omelets: rolled, folded, French, soufflé
 - d. Prepare a variety of different fillings for omelets
5. Prepare breakfast meats
 - a. Cook bacon
 - b. Cook sausage (patty and link)
 - c. Cook ham steak
 - d. Prepare from scratch and cook corned beef or roast beef hash
6. Prepare and cook breakfast batters
 - a. Prepare waffle batter, and cook waffles
 - b. Prepare pancake batter, and cook pancakes
 - c. Prepare French toast batter, and cook French toast
 - d. Prepare crepe batter, and cook crepes
 1. Prepare a filling for crepes, fill crepes
 - e. Prepare fritter batter, and cook fritters
7. Prepare breakfast potatoes
 - a. Prepare and cook hash browned potatoes
 - b. Prepare and cook home fried potatoes
8. Prepare hot cereals and toast breads
 - a. Cook oatmeal
 - b. Cook a second hot cereal
 - c. Toast a variety of types of breads, including English muffins
9. Prepare breakfast beverages
 - a. Brew regular and decaffeinated coffee
 - b. Brew hot tea
 - c. Reconstitute frozen juices
 - d. Squeeze fresh orange and grapefruit juices
 - e. Prepare a fruit or yogurt based smoothie
10. Prepare fruits for breakfast
 - a. Section grapefruit
 - b. Section cantaloupe
 - c. Dispense canned fruit
 - d. Clean and slice or section a variety of fruits, then arrange on platter for breakfast buffet
11. Prepare breakfast items for a la carte and buffet style service

E. Garnishment and Layout

1. Identify and implement multiple plating garnishes
2. Design & set up breakfast buffet layout

F. Nutrition

1. Be aware of the variety of fats and oils used in cooking breakfast, and their health impact
2. Create a breakfast plate that is lower in calorie and fat content

G. Sustainability through Waste Control

1. Identify products appropriate for composting
2. Identify the money saving benefits of recycling
3. Identify a variety of products that can be recycled
4. Identify a variety of areas where waste control can be utilized in the kitchen
5. Research recycling and composting policy in your municipality

3. STATION TITLE: VEGETABLE, STARCH & PASTA

TIME SPENT IN STATION: 600 to 960 hours

STATION DESCRIPTION: Responsible for fabricating, cooking, and serving all fruits, vegetables, cereals, grains, beans, tubers, and farinaceous product.

A. Sanitation, Safety and Professionalism

1. Practice sanitation and safety in the receiving and storage of foods, food preparation, service of foods, and clean up procedures
2. Practice the principles, techniques, and skills in food preparation and all related areas
3. Utilize food service equipment and utensils efficiently and safely at all times
4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
5. Identify alternative methods to prepare menu items to meet special dietary needs
6. Practice acceptable communication and customer service skills
7. Operate as an effective team member

B. Tools and Equipment

1. Identify and use a variety of small hand utensils
 - a. Peelers
 - b. Channel knife
 - c. Melon ball cutter
 - d. Tomato corer
 - e. Zigzag cutter
 - f. Brushes
2. Use all types of knives
 - a. Paring
 - b. French
 - c. Utility
 - d. Grapefruit
 - e. Slicer
3. Sharpen knives
 - a. Use stone
 - b. Use steel
4. Identify and select all sizes of pots for cooking varying amounts of vegetables
 - a. Saucepans - 1 quart, 2 quart, 4 ½ quart, 7 quart
 - b. Saucepots - 8 ½ quart, 26 quart, 5 gallon
 - c. Stockpot - 3 gallon, 6 gallon, 10 gallon, 15 gallon
 - d. Covers - 10", 12", 14"
5. Identify and select pans for cooking vegetables
 - a. Hotel pans - perforated, solid
 1. 2 inch hotel pan
 2. 4 inch hotel pan
 3. ½ hotel pan
 4. ¼ hotel
 - b. Sheet pan
 - c. ½ sheet pan
 - d. Fry pans
 1. 12 inch
 2. 14 inch

- e. Sauté pan
 - 1. Slope-sided (Sautéuse)
 - 2. Straight-sided (Sautoir)
- f. Cast iron skillet
- g. Rondeau
- h. Wok
- 6. Identify and select heavy duty equipment
 - a. Trunion kettle
 - b. Steam kettle
 - c. Use commercial steamer for cooking vegetables
 - d. Stove top
 - 1. French top
 - 2. Open burners
 - 3. Griddle
 - 4. Induction Burner
 - e. Ovens
 - 1. Convection
 - 2. Conventional
 - 3. Convection-steam
 - 4. Microwave
 - f. French fryer
 - g. Vertical chopping machine
 - h. Mixers
 - 1. 2 quart
 - 2. 30 quart
 - i. Buffalo chopper
 - j. Electric slicer
 - k. Food processor
- 7. Identify and select various other hand tools
 - a. Spatulas
 - b. Forks
 - c. Spoons
 - 1. Slotted
 - 2. Perforated
 - 3. Solid
 - 4. Measuring
 - d. Ladles - 2, 4, 6, 8 oz.
 - e. Strainers
 - 1. Spider
 - 2. China cap
 - 3. Colander - 11 quart, 16 quart
 - f. Mandolin
 - g. Spaetzle press
 - h. Whips
 - 1. French
 - 2. Piano wire
 - i. Funnels
 - j. Various scales
 - k. Liquid measures
 - l. Dry measures
 - m. Can opener
 - n. Mixing bowls
 - o. Immersion blender
- 8. Identify and select cutting boards
- 9. Identify and select various sizes of storage containers, lids
- 10. Identify need to request tool and equipment repairs
- 11. Clean and maintain all equipment related to vegetable production

C. Product Identification and Knowledge

1. Determine acceptable quality in fresh fruits and vegetables
2. Properly store fruits and vegetables
 - a. Maintain proper temperature
 - b. Rotate stock
 - c. Keep storage area cleaned
 - d. Keep all fruits and vegetables properly covered
3. Identify a wide variety of vegetables - recognize various types of vegetables and determine whether they are roots, stems, seeds, leaves or fruits of a plant
4. Identify various stages of ripeness for fruits and vegetables and explain how that will relate to cooking
5. Identify the best times of the year for different fruits and vegetables
6. Identify the regions or locations where fruits and vegetables originate
7. Identify, select, and understand the use of a wide variety of dried pasta products
8. Identify, select, and understand the use of a wide variety of dried beans and legumes
9. Identify, select, and understand the use of a variety of the types of potatoes and other tubers
10. Identify, select, and understand the use of a wide variety of farinaceous products and cereals
11. Identify, select, and understand the use of a wide variety of nuts
12. Identify, select, and understand the use of a wide variety of mushrooms
13. Describe the conditions for progressing or retarding ripening of fruits and vegetables

D. Production

1. Pre-preparation of fruits, vegetables, farinaceous products, and tubers
 - a. Clean and peel a wide variety of fruits and vegetables
 1. Peel fruit, vegetables, and tubers
 2. Core fruit and vegetables
 3. Section fruit, vegetables, and tubers
 4. Zest or score citrus fruit
 - b. Execute all of the standard cuts on fruits, vegetables, and tubers
 1. Slice
 2. Chop
 3. Dice; small, medium & large
 4. Brunoise
 5. Julienne
 6. Batonnet
 7. Tourne
 8. Paysanne
 9. Oblique/Roll cuts
 10. Fluting mushrooms
 - c. Puree fruits and vegetables
 - d. Bread fruits and vegetables
 - e. Batter fruits and vegetables
 - f. Stuff fruits and vegetables
 - g. Marinate and preserve fruits and vegetables
2. Cook a wide variety of fruits, vegetables, tubers, farinaceous products, cereals, grains and beans in the following manners:
 - a. Blanching
 - b. Shocking
 - c. Boiling
 - d. Par-boiling
 - e. Deep frying
 - f. Pan frying
 - g. Sautéing
 - h. Steaming
 - i. Broiling
 - j. Stew
 - k. Braise
 - l. Poach
 - m. Baking

3. Prepare complex preparations with fruits, vegetables, tubers, cereals, grains, beans, and farinaceous products
 - a. Prepare potatoes in 15 different ways

Example:

 1. Oven browned
 2. Baked
 3. Twice baked
 4. French fried
 5. Cottage fried
 6. Home fried
 7. Mashed
 8. Boiled
 9. Duchess
 10. Dauphine
 11. O'Brien
 12. Delmonico
 13. Scalloped
 14. Au gratin
 15. Parisienne
 - b. Prepare vegetables in five different ways

Example: Zucchini

 1. Provencale
 2. Stuffed with carrot mousse
 3. Grilled
 4. Breaded
 5. Mixed vegetable stir fry
 - c. Mix dough for pasta and fabricate one type of pasta from scratch
 1. Prepare pasta dough
 2. Prepare mix for dumplings/spaetzle
 3. Prepare gnocchi dough
 - d. Prepare dried and fresh pasta in six different ways

Examples:

 1. Spaghetti marinara
 2. Macaroni and cheese
 3. Penne Primavera
 4. Fettuccine Alfredo
 5. Stuffed manicotti
 6. Gnocchi Romano
 - e. Prepare various fruit preparations

Examples:

 1. Applesauce
 2. Stewed fruit
 3. Chutneys
 - f. Prepare dried beans and legumes

Examples:

 1. Baked beans
 2. Split pea puree
 3. Boiled lima beans
 - g. Prepare grains and cereals
 1. Prepare a variety of rice dishes

Examples:

 - a. Rice pilaf
 - b. Risotto
 - c. Chinese fried rice
 - d. Basmati rice
 2. Prepare barley
 - h. Prepare roasted vegetables for purees and mousses

- i. Utilize and prepare canned vegetables
 - j. Utilize and prepare frozen vegetables
- E. Garnishment and Layout**
1. Cook to retain color for appearance
 2. Control portion size for plate balance
 3. Utilize varieties of cuts and colors for appearance
 4. Mix colors in fruits and vegetables for plate balance
 5. Combine vegetables and starches for appearance and texture
 6. Utilize various toppings and garnishes
 7. Utilize various sauces for effect of presentation and taste
 8. Work with the varieties of shapes of vegetables, fruits, starches for composition and balance
 9. Prepare vegetables and starches for both a la carte and buffet style service
- F. Nutrition**
1. Cook vegetables in a manner for the retention of vitamins and minerals
 2. Utilize alternative flavoring methods - spicing, herbs, vegetable purees, stocks, natural juices to replace fats and sodium
 3. Minimize use of saturated fats in dishes
 4. Store cooked and raw vegetables using a method to retain vitamins and minerals
 5. Learn the nutritive values associated with fresh fruits and vegetables and how to maintain these nutrients during preparation and cooking
- G. Sustainability through Energy Conservation**
1. Develop a power up /power down worksheet for your facility
 2. Identify/research the cost benefit of replacing one piece of large kitchen equipment with an energy saving model.
 3. Identify energy saving plan for lights
 4. Define “energy efficient”
 5. Understand the benefits of “energy efficient” equipment
 6. Be able to name several pieces of large kitchen equipment that can generate significant savings if replaced by energy efficient models
 7. Identify proper pre-heating times for different kinds of kitchen ovens
 8. Develop a cleaning schedule for major equipment – stoves/coolers

4. STATION TITLE: FABRICATION

TIME SPENT IN STATION: 200 to 280 hours

STATION DESCRIPTION: Responsible for the fabrication of meats, poultry, and seafood so that they are in a state to be used for final preparation in the other stations of the kitchen.

A. Sanitation, Safety and Professionalism

1. Practice sanitation and safety in the receiving and storage of foods, food preparation, service of foods, and clean up procedures
2. Practice the principles, techniques, and skills in food preparation and all related areas
3. Utilize food service equipment and utensils efficiently and safely at all times
4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
5. Identify alternative methods to prepare menu items to meet special dietary needs
6. Practice acceptable communication and customer service skills
7. Operate as an effective team member.

B. Tools and Equipment

1. Identify and select knives to be used in the fabrication of meats, poultry, and seafood
 - a. Scimitar
 - b. Boning knife
 1. Stiff blade
 2. Flex blade
 - c. Slicer
 - d. Utility knife
 - e. Meat cleaver
 - f. Fish filleting knife

2. Identify and select tools for sharpening knives
 - a. Steel
 - b. Stones - oil stone, water stone
 - c. Honing oil
 - d. Electric grinder
3. Sharpen and steel knives
4. Identify and select machinery used in the fabrication of meats, seafood, fish and poultry
 - a. Meat grinder
 - b. Band saw
5. Identify and select tools used for fabrication
 - a. Meat mallet
6. Clean and maintain all equipment related to fabrication

C. Product Identification

1. Identify and select the primary cuts of meat
2. Identify poultry
 - a. Chicken
 1. Fryer/broiler
 2. Roasting hen
 3. Capon
 - b. Duck
 - c. Goose
 - d. Quail
 - e. Turkey
3. Identify shellfish
 - a. Shrimp
 - b. Clams
 - c. Oysters
 - d. Mussels
 - e. Lobsters
 - f. Crabs
4. Identify fish
 - a. Flat
 - b. Round
 - c. Fat
 - d. Lean
5. Identify and select the portions that break down from the secondary cuts and recommended cooking techniques
 - a. Steaks

Examples:

 1. T-bone
 2. New York Strip
 - b. Cutlets
 - c. Poultry

Examples:

 1. Wings
 2. Boneless breast
 - d. Sausages
 - e. Chops
 - f. Shellfish
 1. Lobster tail
 - g. Fish

Examples:

 1. Fillets
 2. Steaks
6. Identify offal's/variety meats

D. Production

1. Fabricate- poultry, meat, seafood

- a. Prepare the area where fabrication will occur
- b. Clean (remove skin, fat, gristle) from meat cuts
- c. Identify and select meats from primal cuts to secondary cuts
- d. Break down secondary cuts into portion sizes

Example:

1. Portion strip loin
2. Cut filet of beef into:
 - a. Chateaubriand
 - b. Filet mignons
 - c. Tournedos
3. Cut whole chicken into:
 - a. Airline breast
 - b. Double breast
 - c. Quarters
 - d. Pieces of eight
- e. Pound meat to tenderize
- f. Debone poultry
- g. Tie meat and poultry
 1. Truss chickens
 2. Tie string to form a net around meats to be roasted
- h. Grind beef and form for appropriate applications
- i. Portion Pork, Veal, or Lamb Loin into
 1. Chops
 2. Racks
 3. Medallions
 4. Scallopini
- j. Fillet fish
 1. Round
 2. Flat
1. Portion fish
 1. Steaks
 2. Fillets
2. Shell shrimp and crab
3. Section lobster
4. Wrap and store meats, poultry, and seafood
 1. Label & date (FIFO)

E. Sustainability in Fabrication

1. Define and understand the concept of “food miles”
2. Identify a variety of protein products that can be purchased in your area of the country and how you would procure them from the vendor
3. Identify the benefits of purchasing locally produced(raised) proteins
4. Explain the benefits of purchasing organic foods
5. Explain the concept of sustainable proteins

5. STATION TITLE: BROILER/CHAR-GRILL

TIME SPENT IN STATION: 560 to 800 hours

STATION DESCRIPTION: Responsible for the final preparation of various proteins and vegetables for broiling, grilling, or roasting, and then garnishing and presenting for service.

A. Sanitation, Safety, and Professionalism

1. Practice sanitation and safety in the receiving and storage of foods, food preparation, service of foods, and clean up procedures
2. Practice the principles, techniques, and skills in food preparation and all related areas
3. Utilize food service equipment and utensils efficiently and safely at all times
4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
5. Identify alternative methods to prepare menu items to meet special dietary needs

6. Practice acceptable communication and customer service skills.
7. Operate as an effective team member.

B. Tools and Equipment

1. Understand and show proper use of hand tools, to include spatulas, tongs and forks
2. Understand and show proper care of cooking equipment through the use of tools such as grill brushes and grill bricks
3. Show proper use of knives in regards to the final preparation of items for broiling, grilling, and roasting
4. Show proper use of select tools and equipment for carving roasts
 - a. Knives
 - b. Forks
 - c. Cutting boards
5. Show proper use of containers used for items to be broiled, grilled, and roasted
6. Identify large equipment associated with this station
 - a. Griddle
 - b. Salamander
 - c. Ovens; conventional, convection, combi-therm, slow-cook
 - d. Grill
 - e. Broiler
7. Clean and maintain all equipment related to this station

C. Product Identification and Knowledge

1. Identify and select different individual and whole cuts of meat, poultry, and seafood used for broiling, grilling, and roasting
 - a. Beef, Veal, Lamb, and Pork
 - Examples - individual cuts:
 1. Sirloin steak
 2. Chop
 - Examples - whole cuts:
 1. Loin
 2. Flank
 3. Top round
 - b. Poultry
 - Examples:
 1. Individual cuts - airline chicken breast
 2. Whole cuts - semi-boneless half
 - c. Sausages
 - d. Seafood
 - Examples:
 1. Steaks
 2. Filleted side
 3. Whole
8. Identify and select marinades and seasoning mixes used for broiling, grilling, and roasting
9. Understand the meat costs of various commercial cuts and how this affects the determination and portion size and weight of the finished product
10. Determine the cooking and shrink factor of various cuts from raw to finished, and how these factors relate to the preparation of large quantities of meat
11. Specify verbally how a particular cut of meat should be cooked and at what temperature in order to maximize flavor with minimum shrinkage. Demonstrate this knowledge by weighing in a raw meat cut, cooking it, determining the shrink factor, and the finished portion cost.
12. Demonstrate a knowledge of proper roasting and holding temperatures and the internal temperatures of different states of doneness
13. Identify and select oils and butters for basting mixes
 - a. Recognize the smoking point for different oils and fats

14. Identify and select sauces for broiling, grilling, and roasting items; prepared sauces and scratch sauces
15. Distinguish the different degrees of doneness in meats, poultry, seafood and vegetables
16. Identify and select all materials for hot sandwiches
 - a. Breads
 - b. Cheeses
 - c. Spreads
 - d. Sauces
17. Identify and select materials for making hot hors d'oeuvres

D. Production

1. Prepare compound butters
 - a. Prepare maitre d' hotel butter
2. Prepare marinades
3. Prepare seasoning mixes
 - a. Wet basting mixes
 - b. Dry spice and herb mixes
4. Prepare hot hors d'oeuvres such as Rumaki, Brochettes and Stuffed Mushroom Caps
5. Prepare hot appetizers such as Oysters Rockefeller or Chicken Satay
6. Prepare hot sandwiches utilizing the oven, broiler, grill and griddle

Examples:

 1. Grilled cheese
 2. Reuben
 3. Cheese steak
 - a. Create a hot sandwich special
7. Prepare and cook meats, poultry, seafood, fish and vegetables for grilling and/or broiling
 - a. Season with dry herbs and spices
 - b. Marinate in liquid seasoning mix
8. Prepare and cook meats, and poultry for roasting
 - a. Season
 - b. Stuff
 - c. Baste
9. Carve roasted meats on buffet serving lines
10. Assemble and cook casseroles
11. Prepare sauces for broiled and roasted meats, fish and seafood

Examples:

 - a. Barbecue
 - b. Au jus

E. Garnishment and Layout

1. Produce a grilled garnish
2. Identify and implement plating garnishes that create a colorful plate
3. Utilize meat combinations that will accent with color and texture
4. Utilize grill marks for a positive visual effect
5. Prepare appropriate vegetable garnishes and accompaniments to go with items

Examples:

 - a. Sautéed mushrooms
 - b. broiled onions
 - c. stuffed cherry-tomatoes

F. Nutrition

1. Utilize marinades, herbs and spices to promote flavor and lessen dependence on salt and fat
2. Substitute healthier fats and oils that are lower in cholesterol and saturated fats, when possible
3. Develop a healthful entrée plate with broiled or grilled meat, poultry, seafood or vegetables

G. Sustainable/Community Centered Purchasing

1. Define descriptive terms including, but not limited to “free range”
2. Identify the pros and cons of purchasing locally
3. Understand the concept of sustainable seafood, and list 10 fish that are one the red, yellow, and green lists
4. List seafood that can be used instead of red listed species

6. STATION TITLE: SOUP & SAUCE

TIME SPENT IN STATION: 520 to 760 hours

STATION DESCRIPTION: Responsible for the production and presentation of hot soups and hot sauces

A. Sanitation, Safety and Professionalism

1. Practice sanitation and safety in the receiving and storage of foods, food preparation, service of foods, and clean up procedures
2. Practice the principles, techniques, and skills in food preparation and all related areas
3. Utilize food service equipment and utensils efficiently and safely at all times
4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
5. Identify alternative methods to prepare menu items to meet special dietary needs
6. Practice acceptable communication and customer service skills
7. Operate as an effective team member

B. Tools and Equipment

1. Identify and use the following equipment:
 - a. Stock pots and spigot pots
 - b. Bain marie containers
 1. Ceramic
 2. Stainless steel
 - c. Sauce pans
 - b. Sauté pans
 - c. Locker pan for roasting bones
 - d. Open burner stove top
 - e. French top
 - h. Strainers
 1. 5 qt china cap
 2. Fine mesh china cap
 3. Cheesecloth
 4. Colander
 - i. Containers and lids for storing soups, sauces, and stocks
 - j. Containers for serving soup
 1. Bowls
 2. Cups
 3. Crocks
 4. Deep dish plate
 - k. Whips
 - l. Dippers and skimmers
 1. Ladles – 2,4,6,8 oz
 2. Skimmer
 3. Spider
 4. Serving spoons
2. Clean and maintain all equipment related to soup and sauce production

C. Product Identification and Knowledge

1. Identify and demonstrate a working knowledge of the use of soup, sauce and stock bases
 - a. Dry
 - b. Paste
 - c. Liquid
2. Gain a working knowledge of the use of bases and flavorings for the preparation of various sauces and gravies
3. List ingredients and seasonings used in stock preparation
4. Identify and describe the use of stocks
 - a. White stock
 - b. Brown stock
 - c. Fish stock
5. Demonstrate the preparation and uses of glazes prepared from stocks
6. Identify and select thickening agents
 - a. Arrowroot

- b. Roux
 - 1. White roux
 - 2. Blond roux
 - 3. Brown roux
- c. Cornstarch
- d. Beurre manie
- e. Whitewash
- f. Breadcrumbs
- g. Liaison
- 7. Identify the seasoning forms
 - a. Sachet bag
 - b. Mirepoix
 - c. Dry seasoning mixes
 - d. Liquid flavorings
 - Examples:
 - 1. Liquid smoke
 - 2. Worcestershire sauce
 - 3. Hot or Pepper sauce
 - 4. Lemon juice
 - e. Herbs
 - 1. Fresh
 - 2. Dried
 - f. Bouquet garni
- 8. Identify and select bones for stock
- 9. Identify and select ingredients for soups
 - a. Vegetables
 - 1. Fresh
 - 2. Frozen and canned
 - b. Starches
 - c. Beans
 - d. Meats, fish, and seafood
- 10. Outline the major classifications and uses of sauces

D. Production

- 1. Prepare stocks
 - a. White
 - 1. Chicken
 - 2. Veal
 - b. Brown
 - 1. Beef
 - 2. Roast Chicken/duck/game
 - 3. Prepare remouillage
 - c. Fish
 - d. Shellfish
 - 1. Lobster
 - 2. Shrimp
 - e. Vegetable
- 2. Prepare court bouillons
- 3. Prepare and use a variety of thickening agents
 - a. White roux
 - b. Blonde roux
 - c. Brown roux
 - d. Beurre manie
 - e. Corn starch
 - f. Arrowroot
 - g. Liaison
 - h. Thicken naturally using the reduction technique
- 4. Prepare broth soups

- Examples:
 - a. Vegetable
 - b. Chicken noodle
- 5. Prepare consommé
 - a. Prepare a raft
 - b. Prepare double
 - c. Prepare different types
 - Examples:
 - 1. Beef
 - 2. Fish
- 6. Prepare cream soups
 - Examples:
 - a. Cream of mushroom
 - b. Cream of asparagus
- 7. Prepare puree soups
 - Examples:
 - a. Puree of split pea
 - b. Potage Crecy
- 8. Prepare bisque
 - Examples:
 - a. Lobster
 - b. Shrimp
- 9. Prepare chowders
 - Examples:
 - a. New England clam
 - b. Corn
- 10. Prepare specialty and national soups
 - Examples:
 - a. French Onion gratinee
 - b. Minestrone
 - c. Gazpacho
 - d. Egg Drop
- 11. Prepare sauces
 - a. Leading (Mother) sauces – make the following
 - 1. Béchamel
 - a. Prepare two small sauces
 - Examples:
 - 1. Cheese
 - 2. Nantua
 - 2. Veloute (Veal, Chicken, Fish)
 - a. Prepare two small sauces
 - Examples:
 - 1. Supreme
 - 2. Curry
 - 3. Espagnole
 - a. Prepare two small sauces
 - Examples:
 - 1. Bordelaise
 - 2. Chasseur
 - b. Prepare classical demi-glace
 - 4. Tomato sauce
 - a. Prepare two small sauces
 - Examples:
 - 1. Creole
 - 2. Portuguese
 - 5. Hollandaise
 - a. Prepare two small sauces
 - Examples:

1. Maitaise
2. Bearnaise
- b. Specialty sauces
 1. Prepare au jus
 2. Prepare pan gravy
 3. Prepare meat glaze from stock meats
 4. Prepare Fond Lie

E. Garnishment and Layout

1. Demonstrate proper use of garnish to enhance the flavor, texture and visual appearance of soups and sauces
 - a. Garnish sauces
 1. Produce two classical sauce garnishes

Examples:

 - a. Zingara
 - b. Chasseur
 - c. Bordelaise
 2. Produce two soup garnishes of own creation
2. Demonstrate the use of commercial coloring agents (Kitchen Bouquet, Kitchen Quick) to enhance pale brown stocks, soups and sauces

F. Nutrition

1. Remove fat from stocks, soups, sauces (degraisser)
 - a. Quick with ice cube for stock
 - b. Skimming
 - c. Using paper on top
2. Substitute vegetable stock for meat stock
3. Produce low fat and low sodium sauces and soups
 - a. Use low fat dairy products
 - b. Use low/no cholesterol oils
 - c. Use reductions in place of thickening agents
 - d. Use thickening agents which are lower in fat

G. Sustainability through Water Conservation

1. Survey all faucets to identify any leaks
2. Identify simple steps to conserve water
3. Identify the most energy efficient approved thawing processes
4. Research water efficient appliances
5. Research low flow aerators and identify which faucets are best suited for such devices
6. Determine the cost of water in your municipality
7. Describe how water pipes should be insulated

7. STATION TITLE: PANTRY & COLD FOODS

TIME SPENT IN STATION: 600 to 960 hours

STATION DESCRIPTION: Responsible for all cold food production and presentation - including sandwiches, salads, cold appetizers, entrees, canapés, and showpieces

A. Sanitation, Safety and Professionalism

1. Practice sanitation and safety in the receiving and storage of foods, food preparation, service of foods, and clean up procedures
2. Practice the principles, techniques, and skills in food preparation and all related areas
3. Utilize food service equipment and utensils efficiently and safely at all times
4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
5. Identify alternative methods to prepare menu items to meet special dietary needs
6. Practice acceptable communication and customer service skills
7. Operate as an effective team member

B. Tools and Equipment

1. Use variety of hand tools:
 - a. Vegetable peeler
 - b. Hand grater
 - c. Aspic and canapé cutters
 - d. Utility knife
 - e. French knife
 - f. Serrated knife
 - g. Boning knife
 - h. Paring knife
 - i. Channel knife
 - j. Corer
2. Use a variety of machines:
 - a. 2 quart mixer
 - b. 30 quart mixer
 - c. Meat grinder with attachments
 - d. Food processor
 - e. VCM (Vertical Cutter Mixer)
 - f. Buffalo chopper
 - g. Blender
 - h. Use and care for electric slicer - break down, clean
3. Use molds for mousses, gelatin
4. Clean and store fancy platters, mirrors
5. Clean and store buffet stands
6. Demonstrate a working knowledge of refrigerators and freezers
 - a. Walk-in
 - b. Reach-in
7. Clean and maintain all equipment related to production in this station

C. Product Identification and Knowledge

1. Identify, select, and explain use of the following:
 - a. Fruits
 1. Fresh
 2. Exotics
 3. Canned
 4. Dried
 5. Frozen
 - b. Leaf vegetables - aware of varieties, uses
 - c. Vegetables
 - d. Beans and legumes
 - e. Tubers
 - f. Meats for meat salads
 - g. Cold cuts
 - h. Breads assorted
 - i. Sandwich spreads
 - j. Cheese
 1. Bacteria ripened, from inside
Example: Cheddar
 2. Bacteria ripened, from outside
Example: Limburger
 3. Mold ripened, from inside
Example: Roquefort
 4. Mold ripened, from outside
Example: Camembert
 5. Un-ripened
Example: Cream
 - k. Olives/pickled vegetables
 - l. Dairy products

- m. Pate spice, spice mixes and blends
 - n. Gelatin, aspic and chaud froid
 - o. Liquors to flavor mousse, dressings, sauces
 - p. Seasonings - herbs
 - q. Bottled dressings/dry mixes
 - r. Sausages
 - s. Pates, galantines, terrines
 - t. Pastas and farinaceous products
 - u. Cereals and grains
2. Identify all basic components of salad

D. Production

1. Cook whole meats, seafood to be served cold - roast beef, turkey breast, corned beef, chicken, ham, salmon, lobster, fish, shrimp, crab
2. Slice meats and cheeses
3. Set up cold buffet
 - a. Assemble bread trays
 - b. Assemble meat platters
 - c. Assemble cheese platters
 - d. Garnish and arrange salads in serving bowl
 - e. Assemble garnish platters
 - f. Layout all platters and salads according to proper buffet flow
4. Prepare cold sauces and dressings
 - a. Mayonnaise
 - b. Sauces - Prepare eight different variations
 - Examples:
 - 1. Tartar
 - 2. Cocktail
 - 3. Chutney
 - 4. Salsa
 - 5. Louis
 - 6. Cumberland
 - 7. Mignonette
 - 8. Rémoûlade
 - 9. Ponzu
 - 10. Aioli
 - c. Dressings - Prepare ten different dressings
 - Examples
 - 1. Thousand island
 - 2. Bleu cheese
 - 3. Vinaigrette
 - 4. Emulsified French
 - 5. Cooked dressing
 - 6. Fruit salad dressing
 - Examples:
 - a. Honey lemon dressing
 - b. Yogurt
 - c. Sour cream
 - d. Poppy seed
 - 7. Green goddess.
 - 8. Ranch
 - 9. Paris
 - 10. Caesar
 - 11. Russian
 - d. Spreads assorted for canapés and sandwiches
 - e. Dips assorted

5. Prepare complex preparations
 - a. Mousses
 1. From uncooked product to be cooked
 2. From cooked product not to be cooked
 3. Prepare and poach quenelles
 - b. Pates
 - c. Galantines and ballotines
 - d. Terrines
 - e. Prepare flavored aspic
 - f. Coat with flavored aspic
 - g. Pickle foods
6. Prepare salads
 - a. Prepare greens for salads
 - b. Prepare leafy salads
 - c. Prepare vegetable salads
 1. Composed salads
 2. Mixed - potato, coleslaw
 - d. Prepare meat salads
 - e. Prepare seafood and fish salads
 - f. Prepare legumes and farinaceous salads
 1. Pasta
 2. Rice
 3. Macaroni
 - g. Prepare legumes
 - h. Prepare fruit salads
 - i. Prepare gelatin salads
7. Prepare cold sandwiches
 - a. Sliced meat
 - b. Sliced cheese
 - c. Meat, seafood, and egg salad
 - d. Combination
 - e. Vegetable
 - f. Sandwich special
 - g. Finger
 - h. Canapés
 - i. Stock and maintain condiments for sandwiches
 - j. Stock and maintain breads for sandwiches
8. Extract juice from fruits and vegetables
9. Prepare cold appetizers
 - a. Seafood cocktails
 - b. Fruit cocktails
 - c. Shuck oysters
 - d. Open clams
10. Prepare assorted cold hors d'oeuvres/canapés
11. Prepare cheese boards and trays
12. Prepare cold entree and salad plates
13. Prepare cold soups

Examples:

 - a. Vichyssoise
 - b. Gazpacho
 - c. Fruit soup
14. Demonstrate the ability to set up, maintain and supply a cold station

E. Garnishment and Layout

1. Prepare buffet showpieces
 - a. Prepare decorated pieces using aspic and/or chaud froid
 - b. Produce sculptures: ice, fat, fruit and vegetables
 - c. Produce decorated mirrors and platters
2. Decorate buffet tables
3. Garnish sandwich plates
 - a. Traditional
 - b. Create a functional signature garnish
4. Garnish cold appetizers
5. Garnish cold entrées
6. Prepare a variety of appetizer garnishes and relishes such as: radish roses, carrot curls, scallions, vegetable sticks, stuffed and ripe olives, chopped, vegetables and pickle mixtures

F. Nutrition

1. Use flavoring agents as alternative to fat and sodium
 - a. Exotic vinegars
 - b. Wines
 - c. Herbs
 - d. Liquors
 - e. Spices
 - f. Fruit juices
2. Use low fat dairy products to reduce fat
 - a. Yogurt
 - b. Low fat cottage/ricotta cheese
3. Create cold meals which are flavorful yet healthful

G. Sustainability - Purchasing “Cents”

1. Identify local purchasing sources for produce and fruits
2. Identify local purchasing sources for non-food items
3. Identify current season-specific products. Discuss the pros and cons of menuing seasonal products.
4. Identify the benefits of establishing a facility garden to provide produce and herbs for your kitchen.
5. Compare the price of non-local to local food
6. Define and understand the concept of “heirloom” and “heritage”

8. STATION TITLE: COOKING TECHNIQUES

TIME SPENT IN STATION: 800 to 1200 hours

STATION DESCRIPTION: Responsible for the preparation, production, and service of hot appetizers and entrée items which are sautéed, pan-fried, deep fried, braised, baked, or poached.

A. Sanitation, Safety and Professionalism

1. Practice sanitation and safety in the receiving and storage of foods, food preparation, service of foods, and clean up procedures
2. Practice the principles, techniques, and skills in food preparation and all related areas
3. Utilize food service equipment and utensils efficiently and safely at all times
4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
5. Identify alternative methods to prepare menu items to meet special dietary needs
6. Practice acceptable communication and customer service skills
7. Operate as an effective team member

B. Tools and Equipment

1. Identify and select sauté pans
2. Identify and select knives
3. Identify and select spatulas
4. Identify and select pots and pans
 - a. Sauteuse
 - b. Rondeau
5. Identify electric Swiss brazier
6. Identify and select ovens and stove tops
 - a. Open burners

- b. French top
- 7. Care for the deep-fat fryer and the grease quality content
- 8. Identify and select tools to go with deep fryer
 - a. Fryer baskets
 - b. Wire strainers
 - c. Filter papers
 - d. China cap
- 9. Identify fish poacher
- 10. Identify and select casseroles
- 11. Clean and maintain all equipment related to this station

C. Product Identification and Knowledge

- 1. Identify and select mise en place necessary for dishes
- 2. Identify quality in pre-fabricated items
- 3. Identify proper portion sizes
- 4. Identify proper cooking temperatures with various types of foods to be deep fried
- 5. Identify various types of wild game

D. Production

- 1. Clarify butter
- 2. Prepare meunière butter
- 3. Prepare beurre noisette
- 4. Prepare beurre noir
- 5. Prepare final preparation of fabricated meats and seafood for dishes
- 6. Stuff meat, fish, poultry, and seafood for production
- 7. Bread meat, fish, poultry, and seafood using standard breading procedure for production
- 8. Batter meat, fish, poultry, seafood and vegetables for production
 - a. Prepare tempura batter
 - b. Prepare beer batter
 - c. Prepare fritter batter
- 9. Pan-fry entrées
 - a. Prepare pan fried fish
 - b. Prepare pan fried chicken breast
- 10. Deep fry entrées and side dishes - both from scratch and prefabricated
 - a. Blanch fresh French fries then finish them for color.
 - b. Fry entrée items
 - 1. Raw items from scratch
 - 2. Prefabricated items
- 11. Poach entrées
 - a. Prepare poaching liquid
 - b. Poach fish
 - c. Poach chicken
- 12. Braise entrées

Examples:

 - a. Prepare pot roast
 - b. Braise veal or pork shanks
- 13. Bake entrées and casseroles

Examples:

 - a. Stuffed bell peppers
 - b. Moussaka or lasagna
 - c. Shepherd's Pie
- 14. Stew entrées/fricassee entrées

Examples:

 - a. Prepare a goulash or a meat stew
 - b. Prepare stewed chicken and dumplings
 - c. Chicken Fricassee
 - d. Veal blanquette

15. Sauté entrées

Examples:

- a. Veal Scaloppini
- b. Beef Stroganoff
- c. Pasta Prima Vera
- d. Stir-fry

E. Garnishment and Layout

1. Garnish lunch and dinner entrée plates
2. Garnish pans of hot food items for the buffet line
3. Demonstrate importance of garnish at this station of the kitchen
4. Demonstrate plate presentation skills in combining colors, shapes, and textures

F. Nutrition

1. Determine portion size as it relates to fat and caloric intake
2. Create and prepare items with nutritional concepts in mind
3. Use unsaturated fats for preparations and cooking where possible
4. Utilize cooking techniques - baking, poaching, braising which can lower fat content of meal

G. Sustainability through Recycling

1. Identify local source for recycling fats, oils and grease
2. Discuss the financial implications of recycling fats, oils and grease from the restaurant's perspective.
3. Identify items that contain batteries that should be recycled
4. Determine/research the cost benefit of recycling cardboard or another item.
5. List products being used in your facility that could be recycled
6. Identify one organization in you area that will recycle glass
7. List the post-consumer paper content int the paper towels being used in the kitchen.
8. Research alternative types of paper towels.

9. STATION TITLE: BAKING & PASTRY

TIME SPENT IN STATION: 240 to 320 hours

STATION DESCRIPTION: Responsible for the preparation, production, and presentation of baked goods (including breads and sweet goods), fancy pastries, desserts, and showpieces.

A. Sanitation, Safety, and Professionalism

1. Practice sanitation and safety in the receiving and storage of foods, food preparation, service of foods, and clean up procedures
2. Practice the principles, techniques, and skills in food preparation and all related areas
3. Utilize food service equipment and utensils efficiently and safely at all times
4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
5. Identify alternative methods to prepare menu items to meet special dietary needs
6. Practice acceptable communication and customer service skills
7. Operate as an effective team member

B. Tools and Equipment

1. Operate scales
2. Demonstrate accuracy in scaling
3. Use weights and measures accurately in baking
4. Identify and select tools for measuring
 - a. Liquid and dry measuring containers
 - b. Scales – (metric and imperial) Bakers balance, spring and digital
5. Identify and select hand tools used in baking and pastry
 - a. Bench scraper and bowl scraper
 - b. Wire whips
 - c. Biscuit cutters
 - d. Sifter
 - e. Sieves and strainers
 - f. Pastry wheel
 - g. Rolling pins
 - h. Paring knife
 - i. Chef's knife
 - j. Bench knife

- k. Lame
 - l. Bread knife
 - m. Palette knife
 - n. Mixing bowls
 - o. Cutting boards
 - p. Bench brush
 - q. Graters
 - r. Citrus zester
 - s. Rasp
 - t. Swivel bladed peelers
 - u. Apple corer
 - v. Metal spatulas
 - w. Melon ball cutters
6. Identify and select tools for décor work
 - a. Pastry bags
 - b. Piping tips
 - c. Parchment paper – and it's uses
 - d. Cake and decorating combs
 - e. Turn tables
 - f. Chocolate cutters
 - g. Dipping tools
 - h. Chocolate molds
 - i. Fondant funnel
 - j. Heavy copper pot
 7. Identify and select thermometers used in baking and pastry
 - a. Mercury thermometer
 - b. Stem-type thermometer
 - c. Probe thermometers
 - d. Instant read thermometer
 - e. Candy thermometers
 8. Identify and select types of pans used in baking and pastry
 - a. Spring form
 - b. Muffin tins
 - c. Bread loaf pans
 - d. Angel food tubes
 - e. Sheet pans
 - f. Round cake - 8", 10"
 - g. Pie pans
 - h. Tart pans
 - i. Barquette tins
 - j. Flan rings
 - k. Hotel pans
 - l. Flexible silicone molds
 - m. Flexible silicone mats
 9. Identify and select pots and pans for pastry cooking
 - a. Saucepots
 - b. Double boiler
 10. Identify and select glassware and china for serving desserts
 - a. Parfaits
 - b. Coupes
 - c. Dessert plates
 11. Identify and select stationary equipment for baking and pastry
 - a. Ovens
 1. Deck oven
 2. Convection oven
 3. Revolving tray oven
 4. Rack oven
 5. Steam-injection oven

- 6. Combination oven
- 7. Microwave oven
- b. Burners
 - 1. Hotel range
 - 2. Confectioners stove
 - 3. Induction Heat
- c. Mixers
- d. Blender
- e. Immersion blender
- f. Food processor
- g. Proof box
- h. Retarders
- i. Refrigeration
- j. Freezers
- k. Electric ice cream machines
- l. Commercial ice cream makers
- m. Batch ice cream freezers
- 12. Clean and maintain all equipment related to this station
 - Examples:
 - a. Clean baker's wooden table
 - b. Clean marble tables

C. Product Identification and Knowledge

- 1. Describe and demonstrate baking and pastry mise en place
- 2. Increase or decrease a baking recipe using a baker's formula
- 3. Demonstrate knowledge of standardized formulas
- 4. Convert recipes using the US and Metric systems
- 5. Describe gluten and its functions
- 6. Identify and select flours, meals, and starches
 - a. Flours - rye, graham, whole wheat, cake, pastry, all purpose, bread, almond, hazelnut
 - b. Meals – cornmeal
 - c. Starches - cornstarch, waxy maize, arrowroot, tapioca, granulated, sheet or leaf gelatin
- 7. Identify and select sizes and grades of fresh eggs
- 8. Identify and select prepared egg products - sugared yolks, sugared whites, whole eggs
- 9. Identify and select dairy products
 - a. Milk products
 - 1. Whole, skim, 2%
 - 2. Cream - heavy, coffee, half and half
 - 3. Canned milks - evaporated, sweetened condensed
 - 4. Dry powdered milk
 - b. Sour cream
 - c. Yogurt
 - d. Cheeses
 - e. Ice Creams
 - f. Sherbets
 - g. Buttermilk
- 10. Identify and select fats, oils, and shortenings
 - a. "Plastic" shortenings
 - b. Emulsified shortenings
 - c. Puff pastry shortening
 - d. Butter
 - e. Margarine
 - f. Oil
 - g. Lard
- 11. Identify and select sweeteners
 - a. Granulated sugar
 - b. Powdered sugar
 - c. Molasses

- d. Brown sugar
 - e. Corn syrup
 - f. Honey
 - g. Maple syrup
 - h. Turbinado sugar
 - i. Cooking syrups
 - j. Simple syrups
 - k. Cooked sugar
 - l. Reduced fruit juices
12. Identify and select leavening agents
 - a. Yeast – Instant dry, can pressed, active dry
 - b. Simple sourdough starter
 - c. Baking soda
 - d. Baking powder
 - e. Ammonium bicarbonate
 - f. Eggs
 13. Identify and select salt, flavorings and spices
 - a. Chocolate and cocoa
 - b. Extracts and emulsions
 - c. Baking spices - nutmeg, cinnamon, mace, cloves, ginger, caraway, poppy seed, anise, allspice, cardamom, and other
 - d. Liquors
 - e. Flavor concentrations
 14. Identify and select prepared bakers fillings
 - a. Fruit fillings
 - b. Baker's cheese
 - c. Nut fillings
 - d. Nougat paste
 15. Identify and select nuts
 16. Identify and select fruits for pastry and baked goods
 17. Identify and select frozen pre-prepared baked goods and pastry products
 - a. Puff paste dough and Danish dough
 - b. Ready-proof rolls and breads
 - c. Pre-made cakes, pies, desserts, convenience products

D. Production

1. Apply the basic principles of baking and pastry and the basic knowledge of ingredients and procedures including the vocabulary and terminology to production
2. Prepare yeast dough and yeast dough products
 - a. Produce different yeast breads and rolls
 - b. Produce sweet roll dough and sweet roll dough products
3. Prepare rolled-in dough and rolled-in dough products
 - Either:
 - Form, fill, and bake Danish
 - Or: Prepare croissants
4. Produce quick breads
 - a. Prepare soft dough and produce biscuits
 - b. Mix batters
 1. Prepare corn bread and one other quick bread
 - Example:
 - a. Banana
 2. Prepare muffins
 - Examples:
 - a. Blueberry
 - b. Bran raisin
 - c. Lemon poppy seed
 3. Prepare popovers
 4. Prepare crepes

5. Prepare Scones
5. Produce cakes
 - a. High-fat cakes
 1. Use creaming method
 - Example:
 - a. Pound cake
 2. Use two-stage method
 - Example:
 - a. Devil's food cake
 - b. Low-fat cakes
 1. Use sponge method - make one sponge cake
 2. Prepare classic genoise
 - c. Prepare cakes from mixes
 - d. Prepare cheese cake
6. Produce icings
 - a. Butter cream icing
 1. Prepare simple Butter cream
 - b. Foam-type icings
 1. Prepare boiled icing
 - c. Prepare ganache
7. Ice and decorate cakes
 - a. Completely ice two different types of cake each with a different type of icing
 - b. Understanding the use of fondant
8. Produce cookies using the creaming and sponge methods
9. Produce pies
 - a. Prepare pie dough and crusts
 1. Prepare flaky dough
 2. Prepare mealy dough
 3. Prepare graham cracker or cookie crumb crusts
 4. Prepare short dough
 5. Bake pie crusts
 6. Line tart shells and bake
 - b. Prepare pie fillings
 1. Make one different kind of fruit fillings
 - Examples:
 - a. Cherry
 - b. Rhubarb
 - c. Apple
 2. Make one different kind of cream pie filling
 - Examples:
 - a. Chocolate
 - b. Butterscotch
 3. Make one kind of custard or soft filling
 - Examples:
 - a. Coconut custard
 - b. Pumpkin
 - c. Pecan
 - c. Assemble pies
 1. Make one whipped cream topped cream pie
 2. Make one different kind of fruit pie
 3. Make one soft filling pie
 - d. Bake and finish pies
 - e. Bake pre-made pie
10. Prepare and bake pate au choux paste
 - Examples:
 - a. Éclairs
 - b. Cream puffs

11. Understand the production and handling of puff paste dough, how to work with it and use it to make several items
 - Examples:
 - a. Turnovers
 - b. Cream horns
 - c. Patty shells
 - d. Napoleon
12. Prepare meringue
 - a. Prepare common meringue
 - b. Prepare either Swiss or Italian meringue
13. Prepare fruit desserts
 - a. Prepare poached pears
 - b. Prepare apple crisp
14. Prepare puddings and pastry fillings
 - a. Prepare vanilla custard sauce (creme anglaise)
 - b. Prepare pastry cream
 - c. Prepare baked custards
 - d. Prepare crème brûlée
 - e. Prepare baked pudding
 - Examples:
 - 1. Rice
 - 2. Bread pudding
 - f. Prepare one of the following:
 - 1. Bavarian cream
 - 2. Chocolate mousse
 - 3. Soufflé
15. Prepare ice cream desserts
 - a. Prepare parfaits
 - b. Prepare sundaes (coupes)
 - 1. Prepare traditional sundaes
 - 2. Prepare one of the following:
 - a. Pear Belle Helene
 - b. Peach Melba
 - c. Bananas Foster
 - c. Prepare a bombe
 - d. Prepare Baked Alaska
16. Prepare Dessert Sauces
 - a. Fruit purees
 - b. Caramel sauce
 - c. Chocolate sauce
17. Understand the principles of pastillage, marzipan, nougat, chocolate, blown and spun sugar, and the varieties of fancy pastry and candies
18. Understand the proper serving procedures and portion size for a variety of desserts.

E. Garnishment and Layout

1. Use various garnishes to enhance plated dessert
2. Prepare sweetened whipped cream and garnish desserts using a pastry bag
3. Assemble pastry and cookie trays for display
4. Set up the desserts and pastries for a buffet

F. Nutrition

1. Substitute for sugars - fruit juices/concentrates, fruits, honey, artificial sweeteners
2. Substitute for highly saturated fats
 - Examples:
 - a. Margarine for butter
 - b. Oils for solid shortenings
 - c. Low fat cottage cheese for cream cheese
 - d. Yogurt for sour cream
 - e. Low fat milk, evaporated skim milk for whole milk

3. Prepare a substitute for high-calorie desserts by concentrating on fruit and lower fat and sugar preparations

G. Sustainable Equipment = energy use

1. Determine what lights bulbs could be changed to CFL or LED bulbs resulting in cost savings.
2. List the pros and cons of using these types of bulbs
3. Identify at least 5 pieces of small equipment that require proper maintenance and cleaning to ensure efficiency
4. Research the savings of several pieces of small equipment when replaced with newer energy efficient items
5. Research the different types of hoods and describe their energy usage
6. Determine the cost of electricity in your municipality
7. Identify an instance where the usage of the proper equipment will save energy

10. STATION TITLE: SUPERVISORY DEVELOPMENT

TIME SPENT IN STATION: 160 to 240 hours

STATION DESCRIPTION: Perform supervisory management skills under the direction of the supervising chef and be able to operate any of stations in the kitchen

A. Sanitation, Safety and Professionalism

1. Practice sanitation and safety in the receiving and storage of foods, food preparation, service of foods, and clean up procedures
2. Practice the principles, techniques, and skills in food preparation and all related areas
3. Utilize food service equipment and utensils efficiently and safely at all times
4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
5. Identify alternative methods to prepare menu items to meet special dietary needs
6. Practice acceptable communication and customer service skills
7. Operate as an effective team member

B. Supervision

1. Attend an in-house managers meeting with the chef
2. Lead the work crew in the completion of a task
3. Successfully supervise and direct food production and related tasks in one shift under the supervision of the chef
4. Be responsible for the planning and completion of a banquet function
5. Train a new employee in a task on food preparation
6. Complete a self evaluation every 1000 hours in the program. See example attached.

C. Menu planning and cost control

1. Demonstrate a working knowledge of menu selection, working with emphasis on determining the use of food items on the menu that are most suitable for a particular establishment
2. Demonstrate consistency in portioning of foods in relationship to quantity and cost
3. Demonstrate a working knowledge of food related mathematics to include costing of menu items
4. Design a three-course menu to include recipes, a complete listing of food costs by item, profit margins by item, and layouts.
5. Review the profit and loss statement over a one month period with the supervising chef
6. Outline the benefits offered the employees and relate the cost of these benefits to the company
7. Explain the concept of workman's compensation
8. Draft a complete work schedule that includes workers in all sections of the kitchen
9. Discuss the procedure for coaching and the termination of an employee
10. Relate procedures for an individual to collect unemployment

D. Purchasing

1. Take a physical inventory, compare to pars, and draft a purchase order based on house specifications

E. Sustainability – Be a Leader in Sustainable Practices

1. Identify 3 areas that can result in a cost benefit when sustainability initiatives are established
2. Add “energy awareness” to your employee training
3. Lead by example – close doors, turn off lights, monitor climate controls. Follow “power up” and “power down” schedules.
4. Identify sustainable activities that can save money in the kitchen
5. Explain how following sustainable practices can improve your business

Appendix A-2

SCHEDULE OF RELATED INSTRUCTION - COOK

Apprentices must complete a total of 455 contact hours of related instruction over the term of apprenticeship. Generally, the best source of instruction is from a community college or vocational technical post-secondary institution..

Suggested Curriculum

ACFEF NAC recommends that there must be some flexibility in terms of the titles, scope, and scheduling of courses to accommodate the policies of the educational institution. However, it is imperative that sanitation and safety be taught early in an apprentice's education.

Cook Apprentice

1. Introduction to Food Service
2. Sanitation and Safety
3. Food Preparation
4. Food Cost Accounting
- 5..Beverage Management
6. Nutrition
7. Garde Manger
8. Menu Planning
9. Basic Baking
10. Purchasing and Receiving
11. Supervisory Management

Appendix A-3

OCCUPATION SCHEDULE FOR: PASTRY COOK

O*NET/SOC: 51-3011.01

RAPIDS CODE: 0722HY

This occupation schedule is attached to and a part of the Apprenticeship Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of apprenticeship shall be the satisfactory completion of the work processes as listed in these Standards and shall be a minimum period of 4,000 hours and a maximum period of 6,000 hours supplemented by the required hours of related technical instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

Ratio of journey workers to apprentices are to be established on a local program basis and as indicated in Section 7 should be consistent with proper supervision, training, safety, and continuity of employment.

However as a guideline, it is suggested that the following ratio be considered for use where appropriated: One apprentice may be employed for the first journey worker, and one apprentice may be employed for each two additional journey workers employed at the work site

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages. This progression is to be determined by each state's individual requirements. If a state does not have a specific progression requirement or prefers to use an alternative progression scale, we have provided a sample below:

4. SCHEDULE OF WORK EXPERIENCE (See Pg 52)

The Program Sponsor may add to the work processes prior to submitting these Standards to the appropriate Registration Agency for approval.

5. TYPES OF APPRENTICESHIP

In addition to the existing types of apprenticeship which are the 4,000 hour and 6,000 hour programs, the ACFEF has added a hybrid type program. This hybrid type of apprenticeship will combine a competency based course work with a time based course work. Apprentices will be required to pass a written exam as well as complete all required competencies for each station. The apprentice will be eligible to take the written exam upon surpassing the 4,000 hour program's per station requirement and completing all station specific competencies. The apprentice will be allowed to accrue hours up to the 6,000 hour program's per station requirement. Upon meeting at least the minimum per station hour requirement, completing all competencies, and passing the written exam, an apprentice will be issued an Interim Credential for that station. These credentials are designed to afford apprentices a proof of training in a progressive manner throughout their apprenticeship, as opposed to being forced to wait until overall program completion to prove training in any individual area.

6. SCHEDULE OF RELATED INSTRUCTION (See attached Course Outline Pg 75)

SCHEDULE OF WORK EXPERIENCE

If an apprentice is in a Hybrid Apprenticeship program, an Interim Credential will be awarded to each apprentice after successful completion of each of the Work Stations listed below. Once all workstations are completed the apprentice will then receive their Certificate of Completion of Apprenticeship from the registered agencies.

Work Stations

<u>Pastry Cook</u>	<u>4000 hr. program</u>	<u>6000 hr. program</u>	<u>Hybrid</u>
I. Pastry Shop Orientation	120	240	120-240
II. Baking Production	1320	2000	1320-2000
III. Pastry Production	2200	3240	2200-3240
IV. Related Kitchen Production	200	320	200-320
V. Lead Pastry Cook	160	200	160-200
<i>Total Hours</i>	<i>4000 Hours</i>	<i>6000 Hour</i>	<i>4000-6000 Hour</i>

WORK PROCESSES

1. STATION TITLE: PASTRY SHOP ORIENTATION

TIME SPENT IN STATION:

STATION DESCRIPTION: Responsible for the overall cleanliness and maintenance of the pastry shop which includes: The identification and working knowledge of equipment and hand tools, and the identification of food products used.

A. The Baking Profession:

1. History of Baking and Career Options
2. Introduction - Review bakeshop setup
3. Read job descriptions and apply professional attributes to the career
4. Understand bakeshop rules and regulations
5. Describe the chain of command and work in those standards
6. Describe company standards
 - a. Rules of conduct
 - b. Employee/manager's rights/Sexual harassment
 - c. Company benefits – Health care

B. Sanitation and Hygiene:

1. Maintain cleanliness of pastry shop – cleaning procedures
 - a. Provide clean wiping cloths
 - b. Recognize unclean work areas
 - c. Identify, select and define use of appropriate cleaning and sterilizing agents
 - d. Sanitize wooden baker's bench
2. Waste management and disposal
 - a. Control disposal of food waste, garbage, and recyclable items
 - b. Control storage of perishable goods
 - c. Recycle waste
 - d. Collect garbage
 - e. Clean garbage cans
 - f. Maintain garbage area
 - g. Know laws about disposal of oil and fat
 - h. Check grease traps
3. Personal Hygiene
 - a. Demonstrate industry standard hand washing
 - b. Maintain clean body and clothing
 - c. Identify personal habits and impact on professional career, examples. Smoking, drug and alcohol abuse
4. Identify pest management requirements

5. Safety
 - a. Identify and read Material Safety Data Sheets
 - b. General kitchen safety
 - c. Store toxic chemicals properly
 - d. Dispose of toxic chemicals properly
 - e. Recognize and correct unsafe safety hazards
 - f. Identify and describe use of different types of fire extinguishers
 - g. Use hand fire extinguishers
 - h. Use and insist on safe lifting and carrying procedures
 - i. Apply survival first aid
 - j. Ensure work areas and washrooms are properly stocked with soap and towels
6. Identify, select, use, care for, and store the following equipment and tools:
 - a. Broom
 - b. Mop
 - c. Mop pail with wringer
 - d. Carts, mobile, assorted sizes
 - e. Dishwasher, commercial model
 - f. Sink, utility, 3 compartment
 - g. Freezer, walk-in
 - h. Refrigerators, reach-in – with time/temperature log sheets
 - i. Refrigerators, walk-in - with time/temperature log sheets
 - j. Trash cans
 - k. Holding bins for garbage
 - l. Freezer, reach-in – with time/temperature log sheets
 - m. Storage cabinet
 - n. Table, utility
 - o. Skirting for buffet tables
 - p. Clipboard
 - q. Linens
7. General pastry shop and kitchen cleaning
 - a. Clean refrigerators and freeze
 - b. Prepare work areas
 - c. Clean work areas
 - d. Polish stainless steel
 - e. Clean floors
 - f. Clean walls
 - g. Clean restrooms
 - h. Clean filters
 - i. Clean hood system
 - j. Clean ovens
 - k. Filter fat in deep fryer
 1. Clean deep fryer
8. Ware washing
 - a. Prepare pots and pans for cleaning
 - b. Wash pots and pans
 - c. Sanitize pots and pans
 - d. Dry pots and pans
 - e. Store pots and pans
 - f. Set up/turn on dish machine
 - g. Prepare dishwashing area
 - h. Prepare dishware for washing
 - i. Wash dishware
 - j. Clean dishwashing area
 - k. Break down/clean dish machine
 1. Store dishes
 - m. Prepare utensils for washing
 - n. Wash utensils
 - o. Store utensils

- p. Prepare silverware for washing
- q. Wash silverware
- r. Store silverware
- 9. Miscellaneous Pastry Shop Sanitation and Hygiene
 - a. Store flours to prevent vermin infection
 - b. Handle cooked pastry product to prevent bacteria growth
 - c. Store baked products and pastry goods
 - 1. Wrap, date, and seal goods
 - 2. Freeze and refrigerate goods
 - 3. Freeze dough properly
 - d. Keep fine sieves, sifters, and other tools dry and free of rust
 - e. Clean mixers
 - f. Clean wooden pastry board
 - g. Clean baker's table

C Tools, Equipment and Safety:

- 1. Certification on all equipment
- 2. Identify different types of scales - balance, digital and spring
- 3. Operate scales – balance, digital, and spring
- 4. Demonstrate accuracy in scaling
- 5. Use weights and measures accurately in baking
- 6. Identify and select tools for measuring
 - a. Liquid and dry measuring containers
 - b. Scales--metric, and U.S.
 - c. Measuring spoons
- 7. Identify and select hand tools used in baking and pastry
 - a. Bench scraper
 - b. Bowl scraper
 - c. Wire whips
 - d. Biscuit cutters
 - e. Donut cutter
 - f. Sifter
 - g. Knives
 - 1. French
 - 2. Paring
 - 3. Bread
 - h. Palette knife/offset spatula
 - i. Rolling pin
 - j. Mixing bowls
 - k. Cutting boards
 - l. Bench brush
 - m. Pastry wheel
 - n. Pastry bag
 - o. Tips for pastry bag
 - p. Ice cream disher
 - q. Zester
 - r. Miscellaneous cutters
 - s. Dipping forks for chocolate
 - t. Thermometers
 - 1. Candy
 - 2. Chocolate
 - u. Tools for sugar work
 - v. Hydrometer/Baume meter
 - w. Airbrush
 - x. Flower nails
 - y. Pastry cutter set
 - z. Cookie cutters
 - aa. Marzipan tools

- bb. Cake comb
 - cc. Docker
 - dd. Fondant funnel
 - ee. Pastry brush
8. Identify and select all types of pans and molds used in baking and pastry
- a. Spring form
 - b. Muffin tins
 - c. Bread loaf pans
 - d. Baba
 - e. Angel food tubes
 - f. Sheet pans
 - g. Round cake--8', 10',
 - h. Pie pans
 - i. Tart pans
 - j. Barquette tins
 - k. Flan rings
 - l. Brioche molds
 - m. Tartlette molds
 - n. Madeleine molds
 - o. Terrine molds
 - p. Charlotte molds
 - q. Vacherin rings
 - r. Wedding cake pans
 - s. Bombe molds
 - t. Candy molds/chocolate molds
 - u. Savarin molds
 - v. Timbales
9. Identify and select pots and pans for pastry cooking
- a. Sauce pots
 - b. Double boiler
 - c. Saute pan
 - d. Copper pots
 - e. Crepe pan
 - f. Copper kettle
10. Identify and select glassware, platters and china for serving desserts
- a. Parfaits
 - b. Coupe
 - c. Cake and pie plates
 - d. Sundae dishes
 - e. Dessert plates
 - f. Silver platters
 - g. Mirrors
11. Identify and select stationary equipment for baking and pastry
- a. Ovens
 - 1..Deck oven
 - 2..Convection oven
 - 3..Revolving tray oven
 - 4. Rack oven
 - 5..Microwave oven
 - b. Burners
 - 1. Hotel range
 - 2. Confectioner's stove
 - 3. Bunsen burner
 - 4. Propane torch
 - c. Mixers
 - 1. Spiral
 - 2. Vertical cake mixer
 - 3. Horizontal mixer

- d. Proof box/Retarder
 - e. Refrigeration
 - 1. Walk-in
 - 2. Reach-in
 - f. Freezers
 - 1. Walk-in
 - 2. Reach-in
 - 3. Blast freezer or holding cabinet
 - 4. Batch freezer
 - g. Steam kettle
 - h. Sheeter
 - i. Dough divider / rounder
 - j. Bread slicer
 - k. Donut fryer or deep fat fryer
 - l. Marble slab/solid surfaces
 - m. Buffalo chopper
 - n. Robot coupe
12. Demonstrate proper use and care of baking tools and equipment
13. Layout an operating bakeshop including equipment

D. Product Identification and Knowledge

- 1. Recipe conversion
 - a. Increase baking and pastry recipes
 - b. Decrease baking and pastry recipes
- 2. Identify and select flours
 - a. Bread/patent
 - b. High gluten
 - c. Clear
 - d. High ratio cake
 - e. Whole wheat
 - f. Rye
 - 1. Light
 - 2. Dark
 - 3. Medium
 - g. Pastry
 - h. Pumpernickel
 - i. Seven grain
 - j. Whole grain
 - k. Rice
 - l. Durham
 - m. Semolina
 - n. All purpose
 - o. Graham
 - p. Buckwheat
- 3. Describe the uses and functions of flours
- 4. Describe gluten, its functions and gluten-free
- 5. Describe the cross-section of a grain of wheat
- 6. Identify and select meals
 - a. Cornmeal
 - 1. Fine
 - 2. Coarse
 - 3. White
 - 4. Yellow
 - 5. Blue
 - b. Bran--wheat
 - c. Bran--oat
 - d. Graham cracker
 - e. Rye chops

7. Identify and select grains
 - a. Rice
 - b. Barley
 - c. Oats
 - d. Rye
 - e. Buckwheat groats
 - f. Wild rice
 - g. Quinoa
 - h. Millet
8. Identify and select starches
 - a. Cornstarch
 - b. Potato starch
 - c. Arrowroot
 - d. Tapioca
 - e. Wheat
 - f. Rice
 - g. Instant starch (Pre-gelatinized starch)
9. Explain the different thickening properties of each starch
10. Identify and select sizes and grades of fresh eggs
11. Describe the function of fresh eggs in baked goods and desserts
12. Identify and select prepared egg products
 - a. Frozen sugared yolks
 - b. Frozen egg whites
 - c. Frozen whole eggs
 - d. Frozen blended eggs
 - e. Dried egg products
13. Describe the differences in results using fresh eggs and frozen eggs
14. Identify and select dairy products
 - a. Milk products
 1. Whole
 2. Skim
 3. 2%
 4. Whipping cream
 5. Half and half
 6. Evaporated
 - a. Skim
 7. Sweetened condensed
 8. Dry milk solids
 - a. Dry buttermilk
 9. Buttermilk
 - b. Sour cream
 1. Low fat
 - c. Yogurt
 1. Frozen yogurt
 - d. Bakers cheese
 - e. Cottage cheese
 1. Low fat
 - f. Cream cheese
 1. Neufchatel
 - g. Ice creams
 - h. Sherbets
 - i. Cheeses
 1. Soft cheeses
 2. Semi-soft cheeses
 3. Hard cheeses
 4. Hard-grating cheeses

15. Describe the uses and functions of milk and other dairy products baking and pastry production
16. Identify and select fats, oils, and shortenings
 - a. All purpose shortening
 - b. High ratio shortening
 - c. Butter
 - d. Margarine
 - e. Vegetable oil
 - f. Olive oil
 - g. Lard
 - h. Cocoa butter
17. Describe the uses and functions of fats, oils, and shortenings in baking and pastry production
18. Identify and select sweeteners
 - a. Granulated sugar
 - b. Powdered sugar
 - c. Invert sugar
 - d. Brown sugar
 - e. Corn syrup
 - f. Honey
 - g. Maple syrup
 - h. Reduced fruit juices
 - i. Malt
 - j. Rice syrup
 - k. Cane syrup
 - l. Molasses
 - m. Glucose
 - n. Sugar substitutes
19. Describe the uses and functions of sweeteners in baking and pastry production
20. Identify and select leavening agents
 - a. Biological
 1. Yeast
 - b. Chemical
 1. Baking soda
 2. Baking powder
 3. Ammonium bicarbonate
 - c. Aeration
 1. Whole eggs
 2. Egg yolks
 3. Egg whites
 4. Fat or butter
 - d. Lamination (Puff pastry dough)
 1. Butter
 2. Margarine
 3. Puff pastry shortening
 - e. Combination of lamination and biological
 1. Yeast and laminating shortenings
 - a. Croissant dough
 - b. Danish dough
21. Describe the uses and functions of leavening agents in baking and pastry production
22. Identify and select salt, flavorings and spices used in the pastry shop
 - a. Salt
 - b. Extracts
 - c. Flavoring oils
 - d. Flavoring emulsions
 - e. Bakery spices and herbs
 1. Nutmeg
 2. Cinnamon
 3. Mace

4. Cloves
5. Ginger
6. Allspice
7. Cardamom
8. Cumin
9. Coriander
10. Tarragon
11. Basil
12. Oregano
13. Mint
- f. Seeds
 1. Caraway
 2. Poppy
 3. Anise
 4. Sesame
 5. Sunflower
 6. Carniska
 7. Fennel
- g. Flavor concentrations
- h. Flavor compounds
23. Describe the functions of salt in baking and pastry
24. Describe the uses and functions of spices, seeds and flavorings in baking and pastry production
25. Baking with dietary and special needs
26. Identify and select chocolate products
 - a. Unsweetened chocolate liquor
 - b. Cocoa powder
 - c. Coating chocolate
 - d. Couverture
 1. White
 2. Dark
 3. Milk
 - e. Cocoa butter
 - f. Gianduja
 - g. Plastic modeling chocolate
27. Describe the uses of chocolate products in baking and pastry
28. Identify and select nuts
 - a. Almonds
 - b. Hazelnuts
 - c. Chestnuts
 - d. Brazil nuts
 - e. Pistachio nuts
 - f. Pecans
 - g. Walnuts
 - h. Pine nuts
 - i. Peanuts
 - j. Macadamia nuts
 - k. Cashew nuts
29. Identify forms of nuts used in the pastry shop
 - a. Whole nuts
 - b. Halves
 - c. Pieces
 - d. Ground
 1. Flour
 2. Meal
 - e. Sliced
 - f. Slivered
 - g. Blanched

30. Describe the uses of nuts in baking and pastry
31. Identify and select fruits used in the pastry shop
 - a. Dried fruits
 1. Raisin
 2. Sultanas
 3. Prunes
 4. Apricots
 5. Dates
 6. Figs
 7. Apples
 8. Peaches
 9. Pears
 10. Currants
 11. Cherries
 12. Bananas
 13. Cranberries
 14. Blueberries
 15. Pineapple
 - b. Fresh fruits--common
 - c. Fresh fruits--tropical
 - d. Fresh fruits--exotic
 - e. Candied fruits
 1. Cherries
 2. Orange peel
 3. Citron
 4. Pineapple
 - f. Canned fruits
 - g. Individual quick frozen
32. Describe the uses and functions of fruits in baking and pastry
33. Identify and select the most commonly used liquors and wines used in the pastry shop
 - a. Grand Marnier
 - b. Frangelico
 - c. Brandy
 - d. Kirschwasser
 - e. Poire Williams
 - f. Cointreau
 - g. Rum
 - h. Midori
 - i. Bourbon
 - j. Drambuie
 - k. Champagne
 - l. Marsala
 - m. Port
 - n. Sherry
 - o. Red wines
 - p. White wines
 - q. Kahlua
 - r. Calvados
 - s. Curacao
 - t. Tia Maria
 - u. Creme de menthe
 - v. Creme de cacao
 - w. Creme de banana
 - x. Chambord
 - y. Creme de cassis

34. Describe the uses of liquor and wine in baking and pastry
35. Identify prepared mixes for baking and pastry items
36. Identify prepared baked goods
 - a. Sheet gelatin
 - b. Granular gelatin
 - c. Flavored gelatin

E. Purchasing and receiving

1. Receive goods
2. Store goods
3. Inventory goods
4. Prepare daily food order
5. Distribute goods
6. Clean storage and receiving areas
7. Demonstrate buying techniques
8. Identify all basic food products and where they are stored
9. Identify various cleaning chemicals and agents
10. Identify different sizes of canned goods
11. Identify various forms and containers as fresh produce comes in
12. Identify the forms as frozen food comes in
13. Recognize quality standards in fresh vegetables, fish, seafood, dairy products and meats
14. Identify canned heat
15. Identify proper storage techniques for all foods -- frozen, fresh, or canned

F. Presentation and Display

1. Assemble pastry and cookie trays for display
2. Set up the desserts and pastries for a buffet
3. Set up buffet
 - a. Table linen and color coordinations
 - b. Layout and design
 - c. Set-up and buffets
 - d. Individual dessert plate presentations
 - e. Decoration of table
 - f. Garnishing of desserts
 - g. Set up buffet tables
 - h. Cover and drape buffet tables
 - i. Clean chafing dishes
 - j. Assemble chafing dishes
 - k. Light chafing dishes
 - l. Deliver food to buffet
 - m. Set up food on buffet
4. Arrange desserts on plates
5. Sauce plates for desserts in an artistic fashion
6. Finish desserts with garniture as part of the dessert
7. Garnish plates to complement the dessert

2. STATION TITLE: BAKING PRODUCTION

TIME SPENT IN STATION:

STATION DESCRIPTION: Responsible for the preparation and production of baked goods including yeast leavened breads, yeast leavened pastries, laminated dough products, chemically leavened dough products and doughnuts.

A. Yeast Leavened Breads

Includes in all cases, measuring and scaling ingredients, mixing dough's, fermentation of dough, forming (or make up) of dough, baking dough, storing dough products

1. Produce crusty yeast breads
 - a. Baguette
 - b. Sour dough bread
 - c. Rye bread

- d. Pumpernickel bread
- e. Rolls
 - 1. Hard rolls
 - 2. Rye rolls
 - 3. Salt sticks
 - 4. Kaiser rolls
 - 5. Specialty rolls
 - a. American
 - b. European
- f. Specialty breads
 - 1. American
 - 2. European
- g. Pizza
- 2. Produce soft yeast breads
 - a. White bread
 - b. Whole wheat bread
 - c. Challah bread (braided egg bread)
 - d. Brioche
 - e. Seven grain (Bran breads)
 - f. Rolls
 - 1. Parker House
 - 2. Cloverleaf
 - 3. Knot, twisted or braided rolls
 - 4. Snowflake rolls
 - 5. Specialty rolls

B. Yeast Leavened Pastries

Includes in all cases, measuring and scaling ingredients, mixing doughs, fermentation of dough, forming (or make up) of dough, storing dough products

- 1. Produce sweet yeast products
 - a. Cinnamon rolls
 - b. Sticky buns
 - c. Coffee cakes
- 2. Produce specialty sweet yeast products
 - a. Hot cross buns
 - c. Stollen
 - d. Babka
 - e. Gugelhopf
- 3. Produce laminated croissant dough – mixing, lock in step, turns, make up, proofing and baking
 - a. Classic croissant
 - b. Pain au chocolate
 - c. Savory croissant
- 4. Produce laminated Danish dough – mixing, lock in step, turns, make up, proofing, and baking
 - a. Snails
 - b. Bear claws
 - c. Cheese pockets
 - d. Fruit filled Danish to include prune, apple or berry
 - e. Eyeglasses
 - f. Figure eights
 - g. Danish rings
 - h. Coffee cakes

C. Chemically leavened dough products

Mixing, shaping, baking

- 1. Produce biscuit dough's
 - a. Scones
 - b. Buttermilk Biscuits
 - c. Shortcake Biscuits
 - d. Cream Biscuits

2. Produce quick breads -- four different types from the following list
 - a. Banana
 - b. Date Nut
 - c. Zucchini
 - d. Carrot
 - e. Cranberry
 - f. Pumpkin
3. Produce muffins -- four different types from the following list

Examples:

 - a. Blueberry
 - b. Bran
 - c. Carrot
 - d. Apple
 - e. Chocolate
4. Produce corn breads
 - a. Corn bread
 - b. Corn muffins
 - c. Johnnycakes
 - d. Hushpuppies
5. Produce coffee cakes
 - a. Sour Cream

D. Doughnuts

Mixing, make-up, frying, finishing

1. Produce yeast-raised doughnuts
 - a. Rings
 - b. Filled
 - c. Bars
2. Produce cake doughnuts
 - a. Rings
 - b. Crullers
3. Produce French crullers
4. Demonstrate knowledge of proper fryer temperatures and frying shortenings

3. STATION TITLE: PASTRY PRODUCTION

TIME SPENT IN STATION:

STATION DESCRIPTION: Responsible for the preparation and production of pastry goods and related products. Within this section it is understood that for each item listed, a minimum of two batches must be produced.

A. Preparation of Pie Dough (mixing, rolling, shaping, and baking)

1. Define types of pie dough
 - a. Flakey
 - b. Mealy

B. Preparation of Puff Pastry Dough and Blitz Puff Pastry Dough

Mixing, roll-in process, make up and baking

Produce the following:

1. Cream horns
2. Napoleon sheets
3. Palmiers
4. Vol au vent
5. Bouchees
6. Turnovers
7. Fruit slices
8. Fleurons
9. Cheese straws

C. Preparation of Sweet Pastry Dough

1. Define types of sweet pastry dough
 - a. Pate brisee
 - b. Pate sucee
 - c. Pate sable
2. Mix, form, bake
 - a. Tart shells
 - b. Tartlette shells
 - c. Cookies
 - d. Quiche crusts

D. Preparation of Pate Choux

Forming, baking

1. Eclairs
2. Cream puffs
3. Paris-Brest
4. Profiteroles
5. St. Honore (with puff dough)
6. Swans
7. Croquembouche

E. Preparation of Cakes and Tortes

Mixing batters, scaling and panning, baking batters

1. Produce butter mixtures
 - a. Pound cake
 - b. Basic yellow cake
 - c. Devil's food
2. Produce sponge mixtures
 - a. Sponge cake (genoise): White and chocolate
 - b. Angel food
 - c. Chiffon cakes
 - d. Nut sponge cakes
3. Produce biscuit batters
 - a. Lady fingers
 - b. Roulade
 - Examples:
 1. Swiss roll
 2. Jelly roll
 3. Ice cream roll
 - c. Othellos
4. Prepare classical tortes
 - a. Sacher torte
 - b. Dobosh torte
 - c. Zuger kirsch torte
 - d. Black forrest torte
 - e. Pear Williams torte
 - f. Three others of choice
5. Prepare baked cheesecake
6. Prepare no bake cheesecake
7. Assemble mousse cakes
8. Prepare fruit cake and holiday batters
 - a. Light
 - b. Dark

F. Preparation of Fritters

1. Mix batter
2. Prepare fritters
3. Fry fritters
4. Finish fritters

G. Preparation of Poached Fruits

1. Prepare poached pears
2. Prepare poached apples
3. Prepare one other type

Examples:

- a. Plums
- b. Peaches

H. Preparation of Crepes

1. Prepare batter
2. Cook batter
3. Fill crepes
4. Finishing crepes
5. Prepare crepes suzette

I. Preparation Fruit Cobblers and Crisps

1. Prepare cobbler batter
2. Prepare apple cobbler
3. Prepare fruit crisp

J. Preparation of Creams, Custards and Puddings

1. Prepare pastry cream
2. Prepare whipped cream
 - a. Flavored whipped cream
3. Prepare blanc mange
 - a. Prepare mixture
 - b. Assemble
4. Prepare Bavarian cream
 - a. Prepare mixture
 - b. Assemble dessert
5. Prepare puddings
 - a. Baked
 1. Bread
 2. Rice
 - b. Boiled --Prepare three different types
Examples:
 1. Chocolate
 2. Butterscotch
 3. Coconut
 4. Banana
 5. Vanilla
 6. Tapioca
 7. Pistachio
 - c. Steamed pudding
 1. Plum (Christmas)
 2. One other of your choice (examples: Apple, cranberry)
6. Prepare sabayon (Prepare sauce, assemble fruit dessert)
7. Prepare baked custards
 - a. Pot de creme
 - b. Creme brulee
 - c. Creme Caramel
 - d. Egg Custard
8. Mousses
Preparing mixture & assembly for each:
 - a. Chocolate
 - b. Fruit Mousse
- 9 Prepare hot souffle
 - a. Prepare souffle base mix
 - b. Prepare two kinds of hot souffles
Examples:

1. Chocolate
2. Grande Marnier
10. Prepare charlottes
 - a. Prepare Charlotte Russe
 - b. Prepare Charlotte Royale
11. Prepare a dessert terrine

Examples:

 - a. Chocolate
 - b. Fruit
12. Prepare English Trifle
13. Prepare Tiramisu

K. Preparation of Fillings and Toppings for Pastries and Baked Goods

1. Prepare frangipane
2. Prepare a nut filling

Examples:

 - a. Walnut
 - b. Hazelnut
 - c. Almond
3. Prepare two fruit fillings

Examples:

 - a. Lemon
 - b. Cherry
 - c. Apple
 - d. Blueberry
 - e. Peach
4. Prepare caramel topping
5. Prepare streusel or crisp topping
6. Prepare poppy seed filling
7. Prepare cheese filling

L. Preparation of Frostings or Icings for Cakes and Pastries

1. Prepare butter cream
 - a. Common
 - b. French
 - c. Italian
 - d. German
2. Prepare fondant
3. Prepare boiled icing
4. Prepare royal icing
5. Prepare fudge icing
 - a. White
 - b. Chocolate
 - c. Devil's
6. Prepare cream cheese icing
7. Prepare marshmallow icing

M. Preparation of Dessert Sauces

1. Prepare fruit sauces/coulis -- Four different ones

Examples:

 - a. Raspberry
 - b. Strawberry
 - c. Lemon
 - d. Apricot
 - e. Kiwi
2. Prepare chocolate sauces
 - a. White
 - b. Dark
 - c. Fudge sauce
3. Prepare creme anglaise

4. Prepare caramel sauce
5. Prepare nut sauces
6. Prepare dried fruit compote
7. Prepare sauces for flaming tableside desserts
 - a. Bananas Foster
 - b. Cherries Jubilee

N. Preparation of Pies and Tarts

1. Prepare fruit pies - Produce five different types
 - a. Apple
 - b. Cherry
 - c. Blueberry
 - d. Peach
 - e. Blackberry
 - f. Rhubarb
 - g. Lemon Meringue
 - h. Mincemeat
 - i. Gooseberry
 - j. Strawberry
 - k. Raisin
2. Prepare cream pies
Roll shells, blind bake, fill shells
 - a. Banana
 - b. Coconut
 - c. Chocolate
3. Prepare soft pies -- Produce three different types
Roll, make, fill, bake, finish
Examples:
 - a. Pumpkin
 - b. Sweet Potato
 - c. Custard
 - e. Pecan
 - f. Chess
 - g. Fudge
4. Prepare chiffon pies - Produce two different types
Make chiffon filling, fill shells
Examples:
 - a. Orange
 - b. Lemon
 - c. Strawberry
 - d. Chocolate
 - e. Mocha
5. Prepare specialty pies -- Produce two different types
Examples:
 - a. Ice cream pies
 - b. Boston cream pie
 - c. Mississippi mud pie
 - d. Key lime pie
6. Prepare special pie crusts
 - a. Graham cracker
 - b. Cookie
 - c. Chocolate
 - d. Nut
 - e. Meringue
7. Prepare fruit tarts and tartlet's
 - a. Make sweet paste
 - b. Form shell
 - c. Bake shell

- d. Fill with cream
 - e. Layer with sponge cake
 - f. Top with cream
 - g. Top with fruit
 - h. Glaze tarts
8. Prepare classical tarts
 - a. Linzer torte (roll dough, fill and bake)
 - b. Engedine (roll sweet paste, fill and bake)
 - c. Bakewell tart (roll sweet paste, fill and bake)
 9. Prepare a quiche Lorraine (roll dough, make custard mixture, prepare fillings, bake)

O. Preparation of Cookies

1. Prepare macaroons (mix dough, pipe, bake)
 - a. Coconut
 - b. Almond
 - c. Chocolate
2. Prepare sable cookies (roll cookies, cut out)
 - a. Shortbread
 - b. Sugar Cookies
3. Prepare butter spritz cookie (bagged)
4. Prepare ice box cookies
 - a. Butterscotch
 - b. Chocolate
 - c. Nut
 - d. Two Tone
 1. Checkerboard
 2. Swirls
5. Prepare the American classics
 - a. Chocolate chip
 - b. Oatmeal raisin
 - c. Peanut butter
 - d. Gingerbread cookies
 - e. Brownies
 - f. Sugar cookies
6. Prepare holiday cookies
 - a. Springerle
 - b. Pfefferneusse
 - c. Lebkuchen
 - d. Two others of your choice

P. Preparation of Petit Fours and Friandise

1. Prepare petit four glace
 - a. Make sheets of cake or frangipane
 - b. Fill with jam or cream
 - c. Cover with marzipan
 - d. Cut in portions
 - e. Coat with fondant
 - f. Finish(decorate)
2. Prepare petit four Sec (six different types)
3. Prepare mini filled pastries and tartlet's
4. Prepare candied fruits - two kinds (8 each)
 - a. Candy fruit
 - b. Dip in glaze, chocolate, or other coating
 Examples:
 1. Candied pineapple
 2. Candied orange rind
5. Prepare marzipan fruits - 5 different (8 each)

Q. Preparation of Ice Creams & Frozen Desserts

1. Prepare ice cream
 - a. Prepare base
 - b. Flavor
 - Prepare:
 1. Chocolate
 2. Vanilla
 3. Three other types
 - c. Freeze
2. Prepare sorbets
 - a. Raspberry
 - b. Lemon
 - c. One other of your choice
3. Prepare sherbet
 - a. Orange
 - b. Lime
4. Prepare granite
 - Examples:
 - a. Lemon
 - b. Red wine
5. Prepare ice cream cakes (Assemble and finish - two different)
6. Prepare ice bombe (Assemble and finish- one kind)
7. Prepare baked Alaska (Assemble and finish)
8. Prepare coupes
 - a. Pear Belle Helene
 - b. Peach Melba
 - c. Two other types
9. Prepare sundaes -- three types
10. Prepare banana splits
11. Prepare vacherin glace'
12. Prepare frozen parfaits -- Prepare two kinds
 - Preparing mixture and assembly
 - Examples:
 - a. Grand Marnier
 - b. Creme de menthe
 - c. Mocha
13. Prepare frozen souffle's -- Prepare one kind
 - Examples:
 - a. Pistachio
 - b. Nesselrode
14. Prepare Cássata

R. Preparation of Meringues

1. Prepare common meringue
2. Prepare Italian meringue
3. Prepare Swiss meringue
4. Prepare Vacherin (baked meringue)
5. Prepare Japonaise (baked nut meringue)
6. Prepare Dacquoise
7. Prepare floating island

S. Cake Decorating and Finishing

1. Prepare marzipan
 - a. Produce decorative items
2. Decorate with royal icing
3. Decorate with buttercream icing
4. Prepare borders and flowers
5. Prepare chocolate and sugar decor
6. Do writing and piping

7. Prepare ganache
8. Work with fondant
9. Assemble cakes
10. Fill cakes
11. Frost cakes
12. Enrobe cakes with rolled icing
13. Decorate cakes
14. Prepare at least two specialty cakes (three tiers or more)

T. Confectionery -- Chocolate and Candies Preparation:

1. Temper couverture
2. Prepare truffles
3. Prepare pralines
4. Prepare molded and filled chocolates
5. Prepare liquor chocolates and fruits
6. Prepare nut brittles
7. Prepare nougat
8. Prepare toffee
9. Prepare fondant mints
10. Prepare caramels
 - a. Soft
 - b. Hard
11. Pipe chocolate filigree
12. Prepare chocolate transfer sheet decorations
13. Prepare chocolate cigarettes
14. Prepare combed chocolate ribbons using acetate
15. Produce pieces using both closed-bottom molds and open-bottom molds
16. Prepare modeling chocolate
 - a. Prepare chocolate roses

U. Showpieces (production of)

Work with each of the following formats:

1. Chocolate (modeling and forming)
2. Sugar -- One of the following:
 - a. Poured
 - b. Pulled
 - c. Blown
3. Gum paste - pastillage
4. Croquant (nougatine)
5. Marzipan
6. Royal icing
7. Produce bread sculpture
 - a. Decorative dough

Examples:

 - a. Cornucopia/basket
 - b. Gingerbread
 - c. Saliage/salt dough
8. Tiered cake
9. Ice

V. Sugar

1. Produce spun sugar
2. Produce isomalt lace
3. Produce sugar cages
4. Cook sugar for pulling
5. Produce simple sugar flower
6. Prepare pastillage
 - a. Produce simple cut-outs
 - b. Produce simple flower

W. Presentation and Display

1. Demonstrate basic principles of plate and buffet presentations to include: shapes, colors, texture, flavor, temperature, sauces, garnishes, height
2. Design a dessert menu based on 5 different desserts using the above guidelines

4. STATION TITLE: RELATED KITCHEN PRODUCTION

TIME SPENT IN STATION:

STATION DESCRIPTION: Responsible for food production in areas of the kitchen other than the pastry shop.

A. Vegetable Preparation

1. Be able to identify various types of vegetables to include:
 - a. Root
 - b. Tuber
 - c. Stalk, stem, shoot
 - d. Leaf
 - e. Bulb
 - f. Fungi
 - g. Brassica family
 - h. Seeds and pods
 - i. Gourd/cucurbit family
 - j. Fruits – tomatoes, eggplant
2. Demonstrate different cooking techniques of vegetables
3. Prepare several different vegetables, raw and cooked, demonstrating the methods of retaining food value and crispness

B. Breakfast Cookery

1. Prepare eggs five ways to include dry and moist heat cooking methods
2. Identify and prepare breakfast meats
3. Prepare pancakes, waffles, and French toast
4. Prepare an assortment of cooked cereals to standards

C. Sandwich Preparation

1. Make and present variety of sandwiches to include both hot and cold selections
 - a. Simple cold
 - b. Multi-deck
 - c. Open faced
 - d. Tea sandwiches
 - e. Wraps
 - f. Simple hot
 - g. Grilled
 - h. Deep fried
2. Set up, stock, maintain and break down the sandwich station

D. Soup and Sauce Cookery

1. Understand the varieties of the basic hot and cold sauces to include:
 - a. Bechamel
 - b. Veloute
 - c. Espagnole
 - d. Tomato
 - e. Emulsion based hollandaise
 - f. Mayonnaise
 - g. Vinaigrette
2. Identify the ingredients and method of thickening sauces
3. Produce stock
4. Produce the four mother sauces
5. Produce a hot emulsion sauce
6. Produce three different soups to include:
 - a. Clear

- b. Thick
- c. Specialty

E. Garde Manger Department

1. Prepare and present eight different types of canapés
2. Prepare and present a cold meat buffet platter for a minimum of eight people
3. Define the concept of emulsion
4. Prepare mayonnaise
5. Prepare vinaigrette
6. Discuss salad dressing preparations
7. Identify the four parts of a salad
8. Prepare and present four different cold salads to include:
 - a. Individual green salad
 - b. Individual bound or starch based salad
 - c. Two buffet salads
5. Recognize food garnishes and their place in modern garde manger

F. Dry Heat Methods - Frying

1. Demonstrate knowledge of sauté, pan frying and deep frying
2. Identify all duties and responsibilities of the fry cook

G. Dry Heat Methods – Broiler, Roast, Bake

1. Demonstrate knowledge of roasting, holding temperatures, and internal temperatures of various meats and poultry
2. Identify the preparation of marinades and their various uses
3. Demonstrate the use of the broiler, grill and salamander

H. Moist Heat Methods – Steaming, Boiling

1. Demonstrate knowledge of steaming, boiling and simmering, holding temperatures and internal temperatures of various meats, poultry and egg products
2. Demonstrate combination cooking techniques to include poele, braising, and stewing

I. Protein Based Cookery

1. Identify the different types of meat to include beef, veal, pork, lamb and game meats
2. Identify the different types of poultry to include domestic and wild fowl
3. Identify an assortment of shell fish and fin fish
4. Prepare a variety of protein based foods to include two types of moist heat and two types of dry heat methods
5. Prepare a selection of hot hors d'oeuvres and appetizers

J. Starch Cookery – Grains, Potatoes, Pastas and Beans

1. Identify the various types of grains used in food preparation
2. Demonstrate the method of preparation for a variety of grains to include rice, risotto and barley
3. Identify a variety of methods for cooking potatoes
4. Demonstrate a variety of starched based dishes to include grains, potatoes, pastas and beans
5. Recognize the difference between fresh and dried pastas

5. STATION TITLE: SUPERVISORY DEVELOPMENT

TIME SPENT IN STATION:

STATION DESCRIPTION: Responsible for the performance of supervisory management skills and be able to operate the pastry department or shop.

A. Sanitation, Safety and Professionalism

1. Practice sanitation and safety in the receiving and storage of foods, food preparation service of foods and cleanup procedures
2. Practice the principles, techniques, and skills in food preparation and all related areas
3. Utilize food service equipment and utensils efficiently and safely at all times
4. Wear professional chef's attire emphasizing acceptable standards of personal hygiene
5. Identify alternative methods to prepare menu items to meet special dietary needs
6. Practice acceptable communication and customer service skills
7. Operate as an effective team member

B. Supervision

1. Attend an in house managers meeting
2. Lead the work crew in the completion of a task
3. Successfully supervise and direct the baking and pastry team in all related tasks in one shift under the supervision of the pastry chef
4. Be responsible for the planning and completion of a dessert buffet
5. Train a new employee in a task on baking and pastry
6. Complete a self evaluation every 1000 hours in the program

C. Menu planning and Food Costing

1. Demonstrate a working knowledge of menu selection, working with emphasis on determining the use of food items on the menu that are most suitable for a particular establishment
2. Demonstrate consistency in portioning foods in relationship to quantity and cost
3. Demonstrate a working knowledge of food related mathematics to include costing of menu items
4. Design a plated dessert tasting menu to include five dessert items. The menu is to include recipes, a complete listing of food costs by item, profit margins by item, and layouts
5. Design a complete menu with selections in a la carte breakfasts, luncheons, dinners and desserts. Give a complete listing of food costs and profit margins of every menu item.
6. Layout a menu, including design, drawings, section headings, prices, color suggestions and description of desserts
7. Calculate the food cost over a one month period
8. Review the profit and loss statement over a one month period with the supervising chef
9. Take a physical inventory, compare to pars, and draft a purchase order based on house specifications
10. Participate in a client consultation, i.e. bride/wedding cake, specialty event, with the supervising chef

D. Labor and Payroll

1. Draft a complete work schedule that includes workers in all sections of the pastry department.
2. Determine the number of employees needed to have the pastry department operate as efficiently and economically as possible
3. Demonstrate knowledge of payroll percentages it relates to gross food sales and net profits
4. Figure the labor cost over a one month period
5. Discuss the procedure for coaching and the termination of an employee
6. Outline the benefits offered the employees and relate the cost of these benefits to the company
7. Explain the concept of workman's compensation
8. Relate procedures for an individual to collect unemployment
9. Discuss procedure for an employee grievance

E. Purchasing

1. Demonstrate a working knowledge of purchasing procedures including specifications for the purpose of obtaining the highest quality and lowering of costs
2. Take inventory of all food items on a weekly basis for two weeks
3. Requisition the food orders for items produced in the pastry shop for a two week period

F. Production

1. Demonstrate a working knowledge of all stations in the pastry department
2. Perform all job tasks related to each station
3. Produce a grand dessert buffet or 10 item tasting menu producing all items

G. Service

1. Schedule timing of delivery of product to food outlets

H. Nutrition

1. Develop 4 menus for special dietary needs to include recipes and substitutions from the following list:
 - a. Diabetic diet
 - b. Sugar free
 - c. Gluten free
 - d. Allergy issues (nuts, eggs, dairy)
 - e. Vegan/vegetarian
2. Substitute for saturated/trans fats

Examples: oils for solid fats, low/no fat for high fat dairy

3. Demonstrate portion sizing in desserts
4. Produce a nutritional analysis for one dessert and one baked good
5. Use a nutritional analysis program to break down a recipe to identify vitamins, minerals, fat content, protein content and carbohydrate content
6. Design and produce six different low fat desserts
7. Design and produce six different low cholesterol desserts
8. Design and produce six different low/no sugar desserts
9. Design and produce six different lactose free/vegan desserts

Appendix A-4

SCHEDULE OF RELATED INSTRUCTION – PASTRY COOK

Apprentices must complete a total of 455 contact hours of related instruction over the term of apprenticeship. Generally, the best source of instruction is from a community college or vocational technical post-secondary institution.

Suggested Curriculum

ACFEF recommends that courses follow the sequence described below for those enrolled in the 6,000 hour program. The 4,000 hour program will require the same 12 classes over a two year period. There must be some flexibility in terms of the titles, scope, and scheduling of courses to accommodate the policies of the post secondary institutions. However, it is imperative that sanitation and safety be taught early in an apprentice's education.

Year One

- Introduction to Foodservice
- Sanitation and Safety
- Introductory Baking/Pastry Preparation
- Business Mathematics/Food Cost Accounting

Year Two

- Food and Beverage Service
- Nutrition
- Basic Food Preparation/Introductory Cooking
- Menu Planning and Design

Year Three

- Advanced Baking Preparation
- Purchasing
- Supervisory Management
- Advanced Pastry Preparation

Appendix B

APPRENTICESHIP AGREEMENT AER SPONSOR MANUAL

Insert Apprenticeship agreement form (DOL and ACFEF)

Appendix C

(SAMPLE)

AFFIRMATIVE ACTION PLAN

ADOPTED BY

(INSERT NAME OF SPONSOR)

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30

AMENDED May 12, 1978

DEVELOPED IN COOPERATION WITH THE

U. S. DEPARTMENT OF LABOR

OFFICE OF APPRENTICESHIP

APPROVED BY: _____

REGISTRATION AGENCY

DATE APPROVED: _____

SECTION I - INTRODUCTION

The Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The Sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the Sponsor will become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The Sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the Sponsor’s labor market area. Once the labor force is determined, the Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Workforce Analysis Worksheet)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Sponsor’s AAP includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the Sponsor will set forth the specific steps they intend to take under each identified effort.** The Sponsor will identify **a significant number of activities** in order to enable it to meet its obligation under Title 29, CFR part 30.4(c).

A. An announcement of specific apprenticeship openings must be disseminated thirty (30) days in advance of the earliest date for application at each interval to the following agencies/organizations:

- Registration Agency
- Women’s Organizations/Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Sponsor’s equal opportunity policy. The period for accepting applications as established by the Sponsor is: _____

B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.

C. Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

D. Internal communication of the Sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Sponsor's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.

E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the Sponsor may be required to work with other Sponsors and appropriate community organizations. The Sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.

F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The Sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

G. Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.

H. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.

I. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journey-workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

(Identify Action:)

FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE SPONSOR WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP

(add additional pages as necessary)

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The Sponsor will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The Sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the Registration Agency for approval. The Sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The **(Insert Name of Sponsor)** hereby officially adopts this Affirmative Action Plan on this _____ day of _____, **(INSERT YEAR)**.

SIGNATURE OF SPONSOR

PRINTED NAME

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:		
Name of Sponsor:		
Address:		
City/State/Zip Code:		
Contact Person:		
Phone Number:		FAX Number:
E-Mail Address:		

B. OCCUPATIONAL INFORMATION

Occupational Title: *		
RAPIDS Code:		O*NET/SOC Code:
Type of selection method used:		
Labor Market Area description:		

C. LABOR MARKET AREA DATA

Total Labor Force in Labor Market Area *		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
Working Age Population in Labor Market Area *		
Number of Women:		% of labor force
Number of Minorities:		% of labor force
Apprentices in Particular Craft in Labor Market Area **		
Number of Women:		% of apprentices
Number of Minorities:		% of apprentices
The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***		
Number of Women:		

Number of Minorities:	
-----------------------	--

Resources for obtaining labor market information.

* http://www.census.gov/hhes/www/eoindex/page_c.html

** Data available from Registration Agency.

*** Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C for “Total Labor Force”, “Working Age Population”, and “Apprentices in Particular Craft” to propose the entries for “The General Availability of Minorities and Women.”

D. SPONSOR’S WORKFORCE DATA

D-1 Total Number of Journey/Craft Workers Employed:		
Number of Women:		% of work force
Number of Minorities:		% of work force
D-2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:		%
Numerical percentage of Minority apprentices or minorities in applicant pool:		%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Source	Minority rate of participation	Female rate of participation
Registered Apprenticeship Partners Information Data System (RAPIDS): *		
EEOC Occupational Employment Data: **		

* Data available from Registration Agency

** <http://www.eeoc.gov/stats/jobpat/jobpat.html>

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:		
Female Underutilization:		

G. SPONSOR'S GOALS:

The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting _____ % minorities and _____ % women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: _____

H. REGISTRATION AGENCY APPROVAL:

Sponsor	Registration Agency
_____ Sponsor's Signature	_____ Registration Agency Signature
_____ Typed Name	_____ Typed Name
_____ Title	_____ Title
_____ Date Signed	_____ Date Signed

Instructions for preparing and completing this worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and access the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.

Appendix D

(SAMPLE)

**QUALIFICATIONS AND SELECTION
PROCEDURES
ADOPTED BY**

(INSERT NAME OF SPONSOR)

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPROVED BY: _____

REGISTRATION AGENCY

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

SECTION I. - MINIMUM QUALIFICATIONS (EXAMPLES)

Applicants shall meet the following minimum qualifications:

A. Age

Applicants must provide evidence of minimum age respecting any applicable State Laws or regulations.

B. Education

Applicant shall be a high school graduate, or its equivalent. They must possess a speaking and reading ability as essential for personal and coworker safety on the job. They must satisfactorily complete the required related instruction.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program as required by the sponsoring house.

Applicants may be required to pass a [physical agility test, fitness test, or screen for the current illegal use of drugs (**select all, some, or none, if applicable**)] on acceptance into the program and prior to being employed.

SECTION II. - APPLICATION PROCEDURES (SAMPLE LANGUAGE)

- A. Applicants will be accepted (*throughout the year or as specified*). All persons requesting an application will have one made available upon signing the applicant log.
- B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Sponsor.
- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

SECTION III. - SELECTION PROCEDURES (EXAMPLE)

- A. The Sponsor will schedule the interview (if applicable) and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents, if applicable. The interviewer will record the questions asked and the general nature of the applicant's answers. The interviewer will then prepare a written summary of his/her judgment of the applicant derived from the interview.

- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Sponsor informed of their current mailing address and telephone number.
- F. Selected applicants must respond to the notice of selection within **(INSERT HOURS)** hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2)- year period that were on the ranking list, will be required to reapply.
- H. During the two (2)-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

SECTION IV. - DIRECT ENTRY

Sponsors who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The Sponsors will award Credit for Previous Experience in accordance with Section XII of these Standards, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. (*Note: This is a method of direct entry into the apprenticeship program.*)
- B. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, or sex. (*Note: This is a method of direct entry into the apprenticeship program.*)
- C. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the **(INSERT INDUSTRY)**, may be given direct entry into the apprenticeship program. The Sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Sponsor will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans shall be done without regard to race, color, religion, national origin, or sex. (*Note: This is a method of direct entry into the apprenticeship program.*)

- D. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, color, religion, national origin, or sex and all individuals receive equal consideration. Sponsors agreeing to admit such individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests. *(Note: This is a method of direct entry into the apprenticeship program.)*
- E. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the Sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. *(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)*

SECTION V. - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Sponsor (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI. - MAINTENANCE OF RECORDS

The Sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each Sponsor must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The **(INSERT NAME OF SPONSOR)** hereby officially adopts these Selection Procedures on this _____ day of _____, **(INSERT YEAR)**.

SIGNATURE OF (SPONSOR)

PRINTED NAME

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

Appendix E

(SAMPLE)

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

(INSERT EMPLOYERS NAMES)

DEVELOPED IN COOPERATION WITH THE

U. S. DEPARTMENT OF LABOR

OFFICE OF APPRENTICESHIP

APPROVED BY _____

REGISTRATION AGENCY

DATE APPROVED: _____

Appendix E

Sample Employer Acceptance Agreement

EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the **[INSERT EMPLOYERS NAMES]** and agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journeyworker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work. The employer further agrees to accept for employment apprentices who are selected and referred to him/her by the Program Sponsor to the extent appropriate employment opportunities are available.

Signed: _____ Date: _____
Title: _____

Name of Company:
Address:
City/State/Zip Code:
Phone Number:

Disposition:
Original –
Copies – Employer, and Registration Agency

Appendix F

Qualifications for a Supervising Chef

The supervising chef plays an intricate role in the apprenticeship process. Apprenticeship depends primarily on the “on-the-job” philosophy of training. Before a chef makes the commitment to apprenticeship, he /she must fully recognize the commitment.

The Supervising chef (s) must:

1. Be Certifiable at the CCC or at the CEPC level or higher and are strongly encouraged to pursue ACF Certification. (Exception: To be a supervising chef in a Corporate Apprenticeship Program one must be **certified** at the CEC level or higher and become a member of the ACF.) It is recommended by ACFEF NAC that the supervising chef be an active member of the local ACF Chapter.
2. Allow the apprentice the time off from work to attend the related instruction classes and other related activities.
3. Review and sign the apprentices Training Log using a schedule developed by the sponsor.
4. Provide the opportunity for the apprentice to complete all of the work processes listed in the Training Log.
5. Provide full time employment to average forty (40) hours per week to the apprentice.
6. Notify the chairman of the apprenticeship committee in writing when there are any changes pertaining to the apprentice’s employment (i.e., termination, lay off, medical leave, desire to transfer to another sponsoring house, etc.)
7. Agree to whatever decision is made by the apprenticeship committee for any grievance brought before it which relates to the supervising chef and their apprentice.
8. Keep current with the lessons and assignments that the apprentice is receiving in related instruction, trying as best as possible to relate those to job duties, and to assist whenever possible.

Qualifications for a Sponsoring House

The establishment must:

1. Employ an individual who meets the qualifications for a supervising chef.
2. Offer a full service menu with at least 51% of the items prepared “*from scratch.*”
3. Serve at least two of the following meal periods: breakfast, lunch, dinner, or banquet.
4. Maintain a clean, sanitary, and safe work place.
5. Allow the apprentice time off to complete the related instruction and other related activities.
6. Hire the apprentice as a full time employee and provide an average of forty (40) hour work week,
7. Follow or better the wage progression schedule required by your State Apprenticeship Agency.
8. Adhere to the conditions of any on going labor contract
9. Provide an opportunity for the apprentice to complete all of the work processes listed in the Training Log.
10. Guarantee the apprentice all the rights, privileges, and benefits that other similar employees receive.

Appendix G

RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these Standards formulated by the Apprenticeship Committee and signed an Agreement with the Committee, agree to all the terms and conditions contained therein and agree to abide by the Committee's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the Committee may deem necessary to become a skilled Culinarian.

In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Apprenticeship Committee and the employer in accordance with the provisions of these Standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer and the Apprenticeship Committee.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the Apprenticeship Committee.
- E. Develop and practice safe, working habits and work in such a manner as to assure his/her personal safety and that of other workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Apprenticeship Committee.
- G. Apprentices must become junior members of the American Culinary Federation. The apprentice must maintain that status throughout his/her apprenticeship period including at the time of graduation.
- H. Those seeking approval of previous work experience must provide both the local program sponsor and the National office with the required documentation.